

# Events, Conferences, and Support Services

## Emergency Preparedness

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## Table of Contents

Conference Director/Head Coach Signature Page .....	1
Introduction .....	2
Emergency Contact Numbers.....	2
Non-emergency Contact Numbers .....	2
Automatic External Defibrillator (AED).....	2
NOAA Weather Radio .....	3
Emergency Procedures.....	4
Emergency Notification .....	4
Reporting or Alerting Others about an Emergency.....	5
Missing Persons.....	6
Evacuation Policy.....	6
General Evacuation Procedures .....	6
Shelter-in-Place Procedures .....	7
Active Shooter/Dangerous Person .....	7
Earthquake.....	8
Fire or Explosion.....	8
Fire Safety .....	8
Hazardous Materials Spill or Release .....	10
Severe Weather .....	10
Tornado .....	10
All-Clear Procedures .....	11
Accountability Procedures .....	11
Evacuation Guidelines for People with Functional Needs .....	12
Appendix A – Acronyms and Glossary .....	14
Appendix B – Campus Map.....	15
Appendix C – Emergency Procedures Flyer.....	16

## **Conference Director/Head Coach Signature Page**

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This information is designed to provide for your safety while on location at the University of Richmond. As a Summer Conference Director/Head Coach, you are required to familiarize yourself and to instruct your staff regarding the emergency information provided in this document prior to the beginning of any camp or conference session and you are required to follow the included procedures should an emergency occur.

By signing below, you are indicating that you have received, read, and fully understand the policies and procedures stated in this document and will comply with the requirements outlined above.

Please return this sheet to the Operation's Coordinator within 5 days of receipt. We will be happy to meet with you at this time to discuss any questions.

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Conference Director/Head Coach

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Date

## **Introduction**

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This document is designed to provide basic emergency notification system, shelter-in-place and building evacuation information for both natural and human-caused incidents.

### **Emergency Contact Numbers**

University Police from campus phone	911
University Police from cell phone	(804) 289-8911
UR Safety Services & Risk Management	(804) 289-8824
Emergency Hotline	(804) 289-8760
Summer Camps and Conferences On-Call	(804) 399-8970

### **Non-emergency Contact Numbers**

University Police	(804) 289-8715
Summer Camps and Conferences	(804) 289-8936
Henrico Police	(804) 501-5000
Richmond Police	(804) 646-5100
UR Emergency Management	(804) 289-8855
UR Facilities Reception Center	(804) 289-8600

### **Automatic External Defibrillator (AED)**

An Automated External Defibrillator or AED is a portable electronic device that automatically diagnoses the potentially life threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient, and is able to treat them through defibrillation, the application of electrical therapy which stops the arrhythmia, allowing the heart to reestablish an effective rhythm.

AED Locations
Alumni Center - Inside the Robins Pavilion Entrance
Modlin Center – Inside the doors by the sculpture
Booker Hall – In the lobby by Camp Concert Hall
Commons – 1 <sup>st</sup> Floor by Tyler's Grill & 2 <sup>nd</sup> Floor at the top of the center stairwell
Dining Center – By the entrance to the serving area
Library – By the main circulation desk
ROBC – Ambulatory level by Concourse 1 & 12
ROBC – Inside main entrance off Boatwright
ROBC – Back hallway by room 255
ROBC – Room 167, by the football locker room
WCRW – 1 <sup>st</sup> Floor by water station & 2 <sup>nd</sup> Floor by water station
ROB Stadium – West Stands by First Aid Room & East Stands by Room 157

## **NOAA Weather Radio**

Weather Radios provide a fast and reliable means of receiving information on life threatening weather. The information is broadcast 24 hours a day, 7 days a week so you can stay informed. There are a number of weather radios located throughout campus.

It is important to recognize the difference between the following weather definitions:

- **Watch** – Conditions are favorable for the development of severe weather. Closely monitor the situation.
- **Warning** – Severe weather has been observed. Listen closely to instructions provided by officials.

## **Emergency Procedures**

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### **Emergency Notification**

The University of Richmond has an Emergency Notification System (ENS) with multi-channel communication capabilities to rapidly disseminate emergency information about an incident and provide instructions to the pertinent UR campus. All UR ENS messages will contain at minimum the following information, in this order:

1. Nature of the incident,
2. Location, and
3. Actions to be taken by affected populations.

Know the terms so you can quickly take action.

- **Shelter-in-place** events are usually weather-related emergencies. When it is necessary to shelter-in-place, you will be safest by moving inside to a building space that protects you from the danger. DO NOT lock doors behind you as others may also need to shelter-in-place.
- **Evacuations** require you to leave an area immediately. If time and conditions allow, take with you important personal items such as your keys, purse, medication, or eye glasses. Determine in advance the nearest exist and emergency evacuation route. Establish an alternative way out in case the nearest exit is blocked or unsafe.
- **Secure-in-place** means placing a locked door or other barricade between you and the associated danger. Use good judgment. First and foremost, if you can get out, do. Trying to get yourself out of harm's way needs to be your number one priority. If you can't get out safely, you need to find a place to hide. Act quickly and quietly and try to secure your hiding place the best you can. Turn out lights, silence your ringer and vibration mode on your cell phone, and if possible remember to lock the door. Try to conceal yourself behind large objects that may protect you. Do your best to remain quiet and calm.

**Remember, always use common sense. There are exceptions to all guidance and prescribed directions.**

Information will be disseminated using, but not limited to, the following:

**UR Alert:** During an emergency impacting campus, the University of Richmond will use UR Alert to provide critical, safety information via text messages, email, phone calls and posts to Facebook and Twitter. Parents of current students, family of faculty and staff, visitors, and community members can also register online to receive critical information during an emergency affecting the campus.

The user friend [UR Alert portal](#) provides subscribers the opportunity to select how they wish to receive emergency notifications. After registering, subscribers simply log in to change notification preferences or add additional phone numbers and email address.

**Outdoor Warning System:** The Outdoor Warning System consists of two clusters of outdoor speakers centrally located on campus. It is capable of playing a recorded message or live audio from the URPD Dispatcher. The system is most frequently used to alert persons outside to seek shelter indoors immediately due to an approaching tornado. At present, a siren runs continuously during a tornado warning and when the warning expires the siren stops. To ensure that the system is working properly, 30-second tests of the system will take place on the first Monday of every month at 1:25 p.m. on an ongoing basis. Please be aware of these regularly scheduled tests, and do not be alarmed when you hear them.

- **Internal Speakers:** There are internal speakers located in the following common areas: Tyler Haynes Commons, Heilman Dining Center, Weinstein Center for Recreation and Wellness, and Boatwright Memorial Library. The speakers are able to play prerecorded messages or live audio from the URPD Dispatcher.
- **Voicemail to UR Campus Phones:** Voicemail to UR campus phones will record outbound messages onto voicemail throughout the UR phone system.
- **Posts to the University Web Site:** Posts to [alert.richmond.edu](http://alert.richmond.edu) may supplement the UR Alert format with more in-depth information and instructions.
- **UR Hotline:** The UR hotline, (804) 289-8760 or toll free at (866) 386-0403, is a recorded message system which provides status information.
- **UR TV Channel 16:** UR TV Channel 16 is connected to the National Weather Service (NWS) Emergency Alert System (EAS). When the EAS is activated, all cable channels connected to the head end will get a message scroll telling them to tune to Channel 16. Channel 16 then displays the information from the EAS.
- **Classroom Paging:** The classroom paging application, grouped by building, uses existing Avaya phone sets to support one-way paging.

### **Reporting or Alerting Others about an Emergency**

To report all emergencies, call 911 from any university phone (804-289-8911 from a cell phone). State your name, location, and the nature of the call. Speak slowly and clearly. Wait for the Dispatcher to hang up first. On occasion the Dispatcher may need additional information or may provide you with additional instructions. Make this call from a safe location.

In case of a fire, any person may activate the nearest fire alarm pull station. The building alarm alerts all building occupants of the need for evacuation, and sends a signal to the UR Police Dispatch Center that there is an alarm condition in the building. It may be necessary to activate additional fire alarm pull stations, or verbally announce the alarm, if people are still in the

building and the alarm has stopped sounding, or if the alarm does not sound. This should be done while exiting the building.

## **Missing Persons**

Immediately report a missing person or child to the University of Richmond Police Department 804-289-8911. The University of Richmond Police Department will take appropriate action.

## **Evacuation Policy**

- University of Richmond requires immediate evacuation when any fire alarm sounds within a building. All faculty, staff, students and any other individuals within the building must promptly evacuate the building using the nearest designated exit routes.
- Departments are responsible to ensure all people in their building are aware of exit routes and location of their building Designated Assembly Area.
- Personnel may briefly delay evacuating if they need time to shut down electrical and other equipment, especially any that involves flame, explosive vapors, or hazardous materials.
- All building occupants will follow instructions relevant to public safety issued by the [Building Emergency Coordinator](#), or emergency response personnel.
- After exiting building, occupants are to go directly to their Designated Assembly Area and follow guidance provided by the Building Emergency Coordinator and emergency responders.
- No one may re-enter building until authorized to do so by emergency personnel.

## **General Evacuation Procedures**

- Immediately obey evacuation alarms and orders. Tell others to evacuate.
- No one may remain inside a building when an evacuation is in progress.
- Classes in session must evacuate.
- If involved with hazardous research or doing a dangerous procedure, immediately shut down operations that could create additional hazards if left unattended. Evacuate as soon as possible.
- When you evacuate, take keys, coat, purse and any other critical personal items with you to the Designated Assembly Area. Remember, in case of a fire, it is important to not delay evacuation.
- Close doors as rooms are vacated.
- Assist those who need help, but do not put you at risk attempting to rescue trapped or injured victims.
- Note location of trapped and injured victims and notify emergency responders.
- Walk calmly but quickly to the nearest emergency exit.
- Use stairways only. Do not use elevators.
- Keep to the right side of corridors and stairwells as you exit.
- Proceed directly to your Designated Assembly Area. Stay away from the immediate area near the building you evacuated.

- Remain in the Designated Assembly Area until roll is taken and instructions are given.
- Do not reenter the building until authorized emergency personnel give the “All Clear” instruction.

### **Shelter-in-Place Procedures**

The University’s emergency notification system will be used to notify the campus community to shelter-in-place. You may be required to shelter-in-place for events such as:

- Tornado warning or other severe weather events.
- Hazardous materials release.

*Building specific maps with exit routes and tornado shelters are included in Appendix B.*

### **Active Shooter/Dangerous Person**

The University of Richmond works hard to protect you and campus, but sometimes bad people do bad things. Their motivations are different and the warning signs may vary, but the devastating effects are the same. Unfortunately you need to be prepared for the worst. Know that in an incident like this, victims are generally chosen randomly, the event is unpredictable and may evolve quickly. The first responders on scene are not there to evacuate or tend to the injured. They are well trained and are there to stop the suspect. Your actions can make a difference for your safety and survival. Be aware and be prepared. Your survival may depend on whether or not you have a plan. The plan doesn’t have to be complicated. There are three things you could do: Run. Hide. Fight.

**Run** - First and foremost, if you can get out, do. Always try and escape or evacuate even if others insist on staying. Encourage others to leave with you, but don’t let them slow you down with indecision. You, not your stuff is important, so leave your belongings behind. Trying to get yourself out of harm’s way needs to be your number one priority. Once you are out of the line of fire, try to prevent others from walking into the danger zone and call 911.

**Hide** - If you can’t get out safely, you need to find a place to hide. Act quickly and quietly and try to secure your hiding place the best you can. Turn out lights, silence your ringer and vibration mode on your cell phone, and if possible remember to lock the door. Try to conceal yourself behind large objects that may protect you. Do your best to remain quiet and calm.

**Fight** - As a last resort, if your life is at risk, whether you are alone or working together as a group, fight. Act with aggression. Improvise weapons, disarm the suspect. Commit to taking the shooter down, no matter what.

Using the Emergency Notification System, the University, whenever possible, will notify the campus community of the location or area of the active shooter/dangerous person. Individuals should use the information provided by the University to determine the appropriate course of action and/or direction to run.

## **Earthquake**

- Stay inside the building until the shaking stops. Don't run downstairs or rush outside while the building is shaking.
- Stay away from glass, windows, outside doors and walls, and anything that could fall.
- A sturdy table or desk can provide cover.
- Once the building stops shaking, exit the building calmly and check for others in need.
- Do not use elevators.

## **Fire or Explosion**

- Activate the nearest fire alarm and call 911 from any university phone (cell: 804-289-8911), if possible to report the location and cause of the fire.
- Everyone must leave immediately when a fire alarm is activated, even if there are no obvious signs of an emergency.
- Exit stairwells are the primary means for evacuation. Central stairwells should be avoided unless necessary. Elevators are to be used only when authorized by emergency personnel.
- Remain calm and if possible, assist others in getting out safely.
- Confine the fire by closing all doors and windows if possible. Follow directions given by emergency personnel, and go to the location designated by your Building Emergency Coordinator or Floor Monitor, to await further instructions.
- All occupants are to proceed to their Designated Assembly Area. No employee is permitted to re-enter the building until advised by emergency personnel or the Building Emergency Coordinator.

## **Fire Safety**

Anyone staying in University residence halls for a camp or conference who performs any act that endangers the life, safety, or property of others, may be charged criminally.

### **The following are prohibited in University housing:**

- **Cooking:** The only exception to this rule is locked, limited access kitchens. Food preparation is allowed using only the following authorized electric appliances: microwave, automatic coffee maker.
- **Covered Ceiling Light:** Students are not permitted to place or drape materials across, on, or from the ceiling light or any other room light fixture.
- **Decorative Materials:** No materials of any kind may be hung from ceilings. Approximately 20 percent of the total wall surface in a room may be covered with decorative materials; however, they must remain flush with the wall and cannot hang diagonally between two walls.
- **Halogen Lamps:** Halogen lamps with bulbs rated over 100 watts are prohibited.

- **Gas Powered Vehicles**
- **Flammable and Combustible Liquids:** Flammable and combustible liquids of any type are not permitted in University housing.
- **Candles, Incense, Flame Producing Products**
- **Fireworks**
- **Smoking:** Smoking is prohibited in all University housing.
- **Open Fires and Grills:** Open fires are not permitted on campus. At the University Forest Apartments, propane or charcoal grills are permitted on the edge of the patio farthest from the apartments. If a charcoal grill is to be used, the container that holds the charcoal briquettes must be in excellent condition, with no holes and the container is to be covered with a properly fitted lid to prevent embers from flying out and igniting nearby materials. Never leave a grill unattended.

### **Hallway, Exit ways, and Common Areas**

Exit ways must be kept totally clear at all times. Clothing, furniture, or other items may not be placed in a hallway, stairwell, or common area. All items must be kept in resident or designated storage rooms.

### **Discharged Fire Extinguishers**

Please alert the Summer Camps and Conferences Office if a fire extinguisher is used to put out a fire, if the gauge is no longer in the green area; or if the fire extinguisher is missing. Fire extinguishers are not to be removed from their proper location or made inaccessible by wall hangings. Fire extinguishers should not be discharged unless there is a true fire emergency. If a room's apartment fire extinguisher is found to have been tampered with, the occupants will be sanctioned.

### **Tampering with Room Smoke Detectors**

Anyone who tampers with or vandalize a room smoke detector in any way will be sanctioned, including being removed from the camp or conference. It is the resident's responsibility to report a faulty smoke detector to the Summer Camps and Conferences Office.

### **Sprinkler System**

Do not hang or drape items from sprinkler pipes or heads. This may cause flooding/property damage.

### **Malicious Burning/Arson**

A guest found to be involved in an incident of malicious burning/arson will be evicted immediately from campus housing and will be dismissed from the University camp or conference. The individual involved will be required to reimburse the University for any damages and may face criminal charges.

### **Tampering/Vandalizing the Central Fire alarm/Smoke alarm or Sprinkler system of any Building**

A guest who is found guilty of tampering/vandalizing the central fire alarm/smoke alarm or sprinkler system of any building will be evicted immediately from campus housing and will be

dismissed from the camp or conference. This person will be required to reimburse the University for any damages and may face criminal charges.

### **Hazardous Materials Spill or Release**

Minor or incidental spills, those which require no additional PPE, may be cleaned up by employees who have received Hazard Communication (Right-to-Know) training.

Occupants must identify the circumstances, actual hazard, as well as the capabilities and training of available personnel, to determine whether the release is incidental or warrants an emergency response.

#### **If it is a major spill:**

- Evacuate the room and close the room door.
- Call URPD at 911 (cell: 804-289-8911)
- Provide the following information, if known:
  - What is the chemical?
  - Are there any injuries?
  - How much spilled?

Major Chemical spills shall be handled in accordance with the University's Chemical Hygiene Plan, Hazardous Waste Contingency Plan, or Spill Prevention, Control, & Countermeasure Plan as appropriate for the situation.

### **Severe Weather**

Thunderstorms affect relatively small areas. A typical thunderstorm is 15 miles in diameter and lasts an average of 20 to 30 minutes. Despite their small size, all thunderstorms are dangerous. Every thunderstorm produces lightning, which kills more people each year than tornadoes. Heavy rain from thunderstorms can lead to flash flooding. Strong winds, hail, and tornadoes are also dangers associated with some thunderstorms.

As such, an UR Alert will be issued when hail or winds in excess of 60 mph are forecast to impact campus. During severe weather, individuals should shelter-in-place.

### **Tornado**

- Listen for the tornado siren. A single siren blast will sound continuously until the danger has passed.
- Seek shelter inside a building at the pre-designated location or at the building's lowest level.
- Stay away from windows and outside doors, and do not open windows.
- Flying debris from tornadoes cause most injuries and fatalities.

## **All-Clear Procedures**

Do not re-enter the building until the all-clear announcement is given by emergency personnel or via UR Alert.

## **Accountability Procedures**

- The Head Coach/Conference Director shall receive verbal reports from other staff as appropriate, to determine if any persons remained in the building, or if there are any occupants waiting at the Area of Rescue Assistance.
- The Head Coach/Conference Director shall provide a verbal report to Division of Public Safety personnel or emergency responders.

## **Evacuation Guidelines for People with Functional Needs**

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Train staff to be aware of people with functional needs and to know how to offer assistance. Participate in evacuation drills. Everyone needs to take responsibility for preparing for emergencies.

The following guidelines will assist in planning for the evacuation of people with functional needs.

In all emergencies, after an evacuation has been ordered:

- Evacuate if possible.
- Do not use elevators, unless authorized to do so by emergency personnel.
- Check on people with additional needs during an evacuation. A “buddy system,” where people with functional needs arrange for volunteers (co-workers/students) to alert them and assist them in an emergency, is recommended.
- Only attempt an emergency evacuation if you have had emergency assistance training or the person is in immediate danger and cannot wait for emergency personnel.
- Always ask someone how you can help before attempting any emergency evacuation assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

If you are unable to use stairways:

- Stay calm, and take steps to protect yourself.
- If there is a working phone, call 911 and tell the police dispatcher where you are or where you will be moving to.
- If you must move, we recommend the following:
- Move to an enclosed exit stairway, while taking care not to block the exit of building personnel.
- Request persons exiting by way of the stairway to notify emergency personnel of your location.
- Await Emergency Responders.

The following guidelines are general and may not apply in every circumstance:

- Occupants should be invited to volunteer ahead of time to assist people with disabilities in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.
- Two or more trained volunteers, if available, should conduct the evacuation.
- Always ask people with functional needs how you can help before attempting any emergency evacuation assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that need to come with them.

- Try to avoid evacuating people who use wheelchairs while they are still in their wheelchairs. This is standard practice to ensure the safety of the individual and volunteers. Wheelchairs will be evacuated later if possible.
- Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuer's backs. Certain lifts may need to be modified.

Tips to remember when interacting with people with specific functional needs.

### **Blindness or Visual Impairment**

- Provide verbal instructions to advise of the safest route using simple directions, estimated distances, and directional terms.
- Do not grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
- Give other verbal instructions or information (i.e. elevators cannot be used).

### **Deafness or Hearing Impairment**

- Get the attention of a person with a hearing impairment by establishing eye contact. If the person's back is toward you, tap him/her on the shoulder to get his/her attention. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

### **Mobility Impairment**

- It may be necessary to help clear the exit route of debris (if possible).
- If people with mobility impairments cannot exit, they should move to a safer area, e.g. Area of Rescue Assistance.
- Call 911 or notify police or fire personnel immediately about any people remaining in the building and their locations.
- Police or fire personnel will decide whether people are safe where they are, and will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators.
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

## Appendix A – Acronyms and Glossary

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<b>AED:</b>	Automatic External Defibrillator
<b>BEC:</b>	Building Emergency Coordinator
<b>BEP:</b>	Building Emergency Plan
<b>ENS:</b>	Emergency Notification System
<b>OSHA:</b>	Occupational Safety and Health Administration
<b>NOAA:</b>	National Oceanic and Atmospheric Administration
<b>UR:</b>	University of Richmond
<b>URPD:</b>	University of Richmond Police Department

**Area of Rescue Assistance:** A pre-determined location with direct access to an exit, where those who are unable to use stairs, or who are unable to navigate the emergency route, may remain until emergency responders evacuate them from the building.

**Building Emergency Coordinator:** University of Richmond's designated primary point-of-contact for a building during any emergency event. This individual and their designated alternate, coordinate training and drills, take initial control of building activities until emergency personnel arrive at the scene, and provide a verbal accounting report to emergency responders.

**Building Emergency Plan:** A comprehensive, single-source procedural document which provides pre-planning guidelines and actions to be taken by University of Richmond faculty, staff, students, and visitors, in the event of an emergency.

**Cash Operation:** Specific locations where currency taken in or distributed in the course of University business.

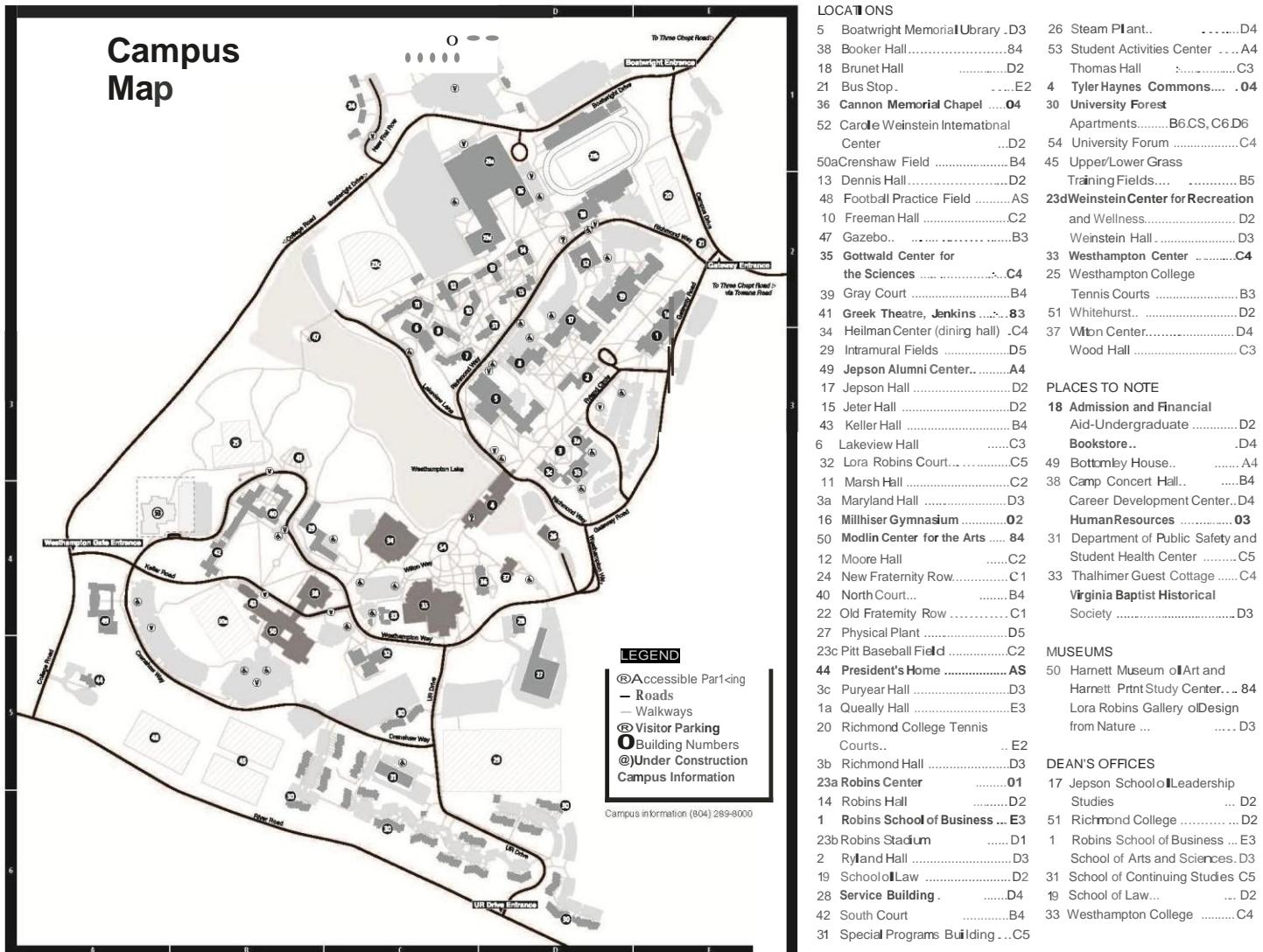
**Critical Operations:** Any potentially hazardous operations located in your facility that requires preplanning for evacuation and/or shelter in place events. Additionally, this information must be readily available to first responders to assist them in their emergency response efforts.

**Designated Assembly Area:** The assigned pre-determined location at which faculty, staff, students, and visitors assemble when evacuated from their building.

**Floor Monitor:** An individual designated to assist the Building Emergency Coordinator by facilitating and directing evacuation from their designated area, and providing a verbal occupant-accountability report to the Building Emergency Coordinator.

**Outdoor Warning System:** Consists of two clusters of outdoor speakers centrally located on campus. It is capable of playing a recorded message or live audio from the URPD Dispatcher. The system is most frequently used to provide alert persons outside to seek shelter indoors immediately due to an approaching tornado. At present, a siren runs continuously during a tornado warning and when the warning expires the siren stops.

## Appendix B - Campus Map



## Appendix C -Emergency Procedures Flyer

# Emergency Procedures

**Emergency:**  
University Police  
Cell Phone 289-8911  
Campus phones 911

**Non-Emergency:**  
University Police 289-8715  
Henrico Police 501-5000  
Richmond Police 646-5100

For more information: [alert.richmond.edu](http://alert.richmond.edu)  
**Emergency** hollins (804) 289-8760 or toll-free (866) 386 0403

## Getting Information

During an emergency, UR will distribute information to the campus community via:

- Audio-Tornado Siren and PA System
- Web--ttlert.richmond.edu
- TV-UR TV channel16
- Email-Blast email to "@richmond.edu" accounts
- **Text/Voice-UR** Alert text messageS/Voice messages to registered users (celland home). *Faculty, staff, and students register through BannerWeb.* Text message is the fastest method to receive an alert.

## What to Do

### Earthquake

- Stay inside the building until the shaking stops. Don't run downstairs or rush outside while the building is shaking.
- Stay away from glass, windows, outside doors and walls.and anything that could fall.
- A sturdy table or desk can provide cover.
- Once the building stops shaking,exit the building calmly and check for others in need.
- Do not use elevators.
- If outdoors, stay in the open until the shaking stops, avoid any falling debris fields such as buildings, power lines, etc.

### Tornado

- Listen for the tornado siren. A single siren blast will sound continuously until the danger has passed.
- Seek shelter inside a building at the pre-designated location or at the building's lowest level until notified by University officials that it is safe to leave.
- Stay away from windows and outside doors, and do not open windows.
- If you are outside with no shelter, lie flat in a ditch or depression and cover your head with your hands.
- If you are driving, leave your vehicle for safe shelter.
- Flying debris from tornadoes cause most injuries end fatalities.
- There is no "all-clear." The danger has passed when the siren silences.

### Fire

- Activate the nearest fire alarm and call 289-8911 if possible to report the location and cause of fire.
- Everyone must leave immediately, in a calm manner, when a fire alarm is activated even if there are no immediate signs of a fire.
- Do not use the elevator.
- If possible close windows and doors.
- Follow directions provided by building coordinators and/or emergency personnel.

### Active Shooter/Dangerous Person

- Remain calm and do not engage the intruder.
- If it can be done safely, a quick and quiet escape is suggested.
- If you cannot safely exit the building, seek secure shelter.
- Close and lock windows, lower blinds, turn off lights, and remain out of sight.
- Take cover behind concrete walls, thick desks, and filing cabinets.
- Remain quiet and turn off cell phone ringers.
- One person from the room should call UR Police at 289-8911 and tell them where you are, where the danger may be, and the condition of others.
- If you cannot speak, leave the line open so the dispatcher can hear what's happening in the background.
- Do not respond to any unfamiliar voice commands until you are sure they are coming from a police officer.

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