MEDICAL EMERGENCY

HELP!!    EMS  9-911
University Police  2093
Student Health Center  2054

- WHEN TO CALL!  If any of the following are happening:
  - Unresponsiveness
  - Difficulty Breathing
  - Chest Pain
  - Seizures
  - Profuse Bleeding

- DO NOT OVERREACT.  Many situations can be handled without calling an ambulance, but do not hesitate to call an ambulance if condition merits. Additional help may be available from these departments:
  
  Nursing Department  3074  
  Environmental Health & Safety  2862  
  HPESS Center  3066  
  Athletic Trainer  3342

- LABORATORY EMERGENCIES.  Utilize procedures established by responsible department. Procedures are posted in each lab.

- SHOP ACCIDENTS.  Utilize procedures established by responsible department. Procedures are posted in each shop.

- ASU Employee Procedures.  Should an employee become ill or injured, arising out of and in the course of their employment, they are required to notify their direct supervisor. They are to seek medical attention at the Student Health Center with the exception of extreme emergencies, then call 9-911
CAMPUS WARNING SYSTEM

Emergency Alert System

ITS has a cell phone registry for emergency notification. Please go to this link to register your cell phone. http://apps.astate.edu/eas/

Blue Light Emergency Phones

Arkansas State University has thirty-nine emergency call boxes positioned throughout the campus. The phones are easily recognized by the blue light that towers above each phone. By picking up the phone and pushing the red button you are connected directly with the University Police Department and your location is displayed automatically in the dispatch center. These phones should be used for emergencies, and for reporting crimes or suspicious activity.

Emergency Phone Locations

- Arkansas Hall
- Kays Hall
- Lab Science
- Lot S17
- Lot S11
- Lot SW5
- Married Student Housing
- North Park Quad Lot East
- North Park Quad Lot Central
- North Park Quad Lot West
- Parking Deck Floor 1NW
- Parking Deck Floor 1SW
- Parking Deck Floor 1SE
- Parking Deck Floor 1NE
- Parking Deck Floor 2NW
- Parking Deck Floor 2SW
- Parking Deck Floor 2SE
- Parking Deck Floor 2NE
- Parking Deck Floor 3NW
- Parking Deck Floor 3SW
- Parking Deck Floor 3SE
- Parking Deck Floor 3NE
- Pavilion
- Track
- University Loop West
- University Hall Stairs
- University Police Department Lobby

There are also emergency phones in all elevators located on campus.
SEVERE WEATHER

TORNADO

- INFORMATION on Severe Weather is broadcast on KASU 91.9 FM.

- TORNADO WATCH means that a tornado is possible. Remain alert for approaching storms.

- TORNADO WARNING means that a tornado has been sighted. Danger exists - move to a place of safety.

- SIRENS are sounded by local authority and indicate a tornado warning – take shelter. Sirens at noon on a clear day are a test - disregard.

- SHELTER. Basement and ground floor interiors of major buildings afford the best protection. Stay away from windows.
  The University Police Department will unlock Arkansas Hall and Laboratory Sciences Building during warnings. Custodians will assist when on duty.

- ALL CLEAR. Verbal “All Clear” will be sounded by University Police Department. University Police will relock buildings.

THUNDERSTORM

- SEVERE THUNDERSTORM WATCH means that thunderstorms are possible in the area. Remain alert for approaching storms.

- SEVERE THUNDERSTORM WARNING means thunderstorms are occurring in the area or indicated by weather radar.
  - Lightning strikes pose one of the greatest thunderstorm-related risks
  - Don’t carry or go near anything made of metal – lightning is attracted to metal
  - Stay away from doors and windows
  - Don’t use the telephone unless it is an emergency – lightning can travel through phone lines
  - Don’t go under a large tree that stands alone – lightning can be attracted to it because of its height.
Notes and Precautions: A fire emergency exists whenever there is the presence of smoke or the odor of burning, when there is an uncontrolled fire or imminent fire hazard in the building or surrounding area, where there is a spontaneous or abnormal heating of any material, or when the fire alarm is sounding.

Only use a fire extinguisher if the fire is very small and you know how to do it safely. If you can’t put out the fire, leave immediately and make sure the fire department is called. **Total and immediate evacuation is safest.**

FIRE EMERGENCY PROCEDURE

- **ACTIVATE FIRE ALARM**

  CALL  9-9-1-1

  REPORT TO:  University Police              2093  
              Facilities Management  2066  
              Environmental Health & Safety  2862  

- **MINOR FIRE** that appears controllable:

  Pull Safety Pin from handle of fire extinguisher  
  Aim at base of Fire  
  Squeeze the trigger handle  
  Sweep from side to side at base of Fire

- **MAJOR FIRE** that does not appear controllable
  - Leave the building (evacuate in accordance with building procedures and evacuate at least **300 Feet** away from building).
  - Use marked exits.

**ASSIST THE HANDICAPPED – DO NOT USE ELEVATORS**

- Close but **DO NOT LOCK** doors.
- Do not return to the building until cleared by Fire or Police Departments.
DISTURBANCE - DEMONSTRATION
CRIMINAL BEHAVIOR – ACTIVE SHOOTER

Demonstration. Notify: University Police 2093

DO NOT OVERREACT. Most will be peaceful.

- Secure documents and equipment.
- Avoid provoking or obstructing demonstrators.
- Carry on normal activities if possible.
- If the disturbance is outside, stay away from doors or windows. STAY INSIDE!!!!

Criminal Behavior. Notify: University Police 2093

- **Gunfire.** Take cover or evacuate.

- **Hostage.** Do not attempt to fight back. Make mental notes of captor’s characteristics, sights and sounds if you are taken from campus. Make mental notes for possible escape avenues. University Police Department will involve other law enforcement agencies as necessary.

- **Active Shooter. Secure immediate area:**
  - Lock and barricade doors.
  - Turn off lights and all audio equipment.
  - Stay away from the windows. Do not try to “see what’s happening.”
  - Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempt to exit.
  - Remain calm and out of sight.
  - Take adequate cover or protection, i.e. concrete walls, thick desk, filing cabinets. (cover may protect you from bullets).
  - Silence cell phones.
  - Place signs in exterior window to identify the location of injured persons.

Un-Securing an area:

- Keep classrooms secure until police personnel arrive and give you directions.
Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.

Consider the safety of masses vs. the safety of a few.

If doubt exists for the safety of the individuals inside the room, the area should remain secured.

**Contacting Authorities:**

- Dial 9-911 from on campus phone.
- Dial 911 from off campus or cell phone.
- Dial 870-972-2093 to contact the University Police Department.
- Email at upd@astate.edu
- Be aware that the 911 system may be overwhelmed during a time of crisis.
- Program the University Police Departments phone number into your cell phone or consider e-mail as an option. E-mail may be an option when unable to speak.

**What to Report:**

- Your specific location: building name and office/room number.
- Number of people at your specific location
- Injuries: number injured and types of injuries.
- Assailant(s): location, number of suspects, race/gender, clothing description, physical features, type of weapons (long gun or hand gun), backpack, shooters identity if known, separate explosions from gunfire, etc.

**Police action**

In the event of an actual active shooter incident, it is important to understand the responsibilities and immediate action of the University Police and local law enforcement. University Police will immediately respond to the threat. This will be to eliminate the threat or contain the suspect in a safe area. Jonesboro S.W.A.T. will be activated to achieve the same goals.

Time is of the essence and the less people roaming or running around, the better our chance of locating the shooter. The 911 systems and our dispatch system will be overwhelmed with phone calls. It needs to be stressed that only people who can give the location of the shooter need to be calling. People calling the emergency services for any other reason are hindering the speed and ability of law enforcement to locate the shooter and provide medical services.
BOMB THREAT

- Bomb Threat – Remain Calm – Keep Caller on Phone

**Ask the Caller:** (Take Caller Seriously)

- When is the bomb to explode?
- Where is the bomb located?
- What kind of a bomb?
- What does it look like?
- What will cause it to explode?
- Where are you calling from?
- What is your address?
- What is your name?

Sex of Caller ______ Age ______ Race _______ Length of Call ______

**Caller’s Voice:**

- Calm  Nasal  Slow  Raspy  Loud  Angry
- Cracked  Slurred  Laughter  Normal  Lisp  Stutter
- Excited  Rapid  Deep  Soft  Accent  Broken
- Stressed  Disguised  Distinct  Sincere  Squeaky  Crying
- Clearing Throat  Deep Breathing  Other ________

**Background Sounds:**

- Street Noises  Factory Machinery  Animal Noises  Other Voices
- P.A. System  Static  Music  Motor  Other Voices
- Office Machinery  Music  Long Distance  Local  Other Voices
- OTHER

Time Caller Hung Up ______________________

Department Receiving Call ______________________

Person Receiving Call ______________________

---

**CALL UNIVERSITY POLICE IMMEDIATELY**

**2093**

**ACADEMIC/ADMINISTRATIVE BUILDINGS MUST PULL FIRE ALARM IMMEDIATELY UPON RECEIVING BOMB THREAT**

- Notify **University Police - 2093.** Give your name, location and telephone number. Inform the Dispatcher of the situation and provide information assessed from the call. Such as location of bomb, time it is set to explode and time you received the call.

- Inform your supervisor, department head and/or hall director.
UPON ARRIVAL OF THE POLICE:

- Cooperate fully with the police officers and provide them with as much information as possible.
- You may be asked to make a quick search of those areas in your office, classroom, lab or residence hall room with which you are most familiar.
- If you should spot a suspicious object or package, report it to authorities immediately. Under no circumstances should you touch it, tamper with it, or move it in any way.

BUILDING EVACUATION

- All building evacuations will occur when an alarm sounds continuously and/or upon direction of the University Police or other emergency services personnel.
- All faculty, staff, students and visitors will IMMEDIATELY evacuate the building. Information regarding the nature of the emergency will be provided once occupants are outside. (EVACUATE AT LEAST 300 FEET AWAY FROM THE FACILITY).
- Move quickly to the nearest marked exit and alert others to do the same.

ASSIST THE HANDICAPPED – DO NOT USE ELEVATORS

- University Police will conduct a search and announce “All Clear”
- Do not return to building until “All Clear” is given.
EXPLOSION

- Sound Fire Alarm
- Evacuate Building **(DO NOT USE ELEVATORS)**

**ASSIST THE HANDICAPPED TO EVACUATE**

- Notify
  - University Police 2093
  - Facilities Management 2066
  - Environmental Health & Safety 2862

- Do Not Re-enter building until “All Clear”.

**CHEMICAL LEAK/SPILL/DISPOSAL**

*Notes and Precautions:* The nature and quantity of hazardous substances used in laboratories require preplanning to respond safely to chemical spills. The clean up of a chemical spill should only be done by knowledgeable and experienced personnel. Spill kits with instructions; absorbents, protective equipment and disposal bags and labels should be available to clean-up minor spills. A minor chemical spill is one that the laboratory staff is capable of handling safely without the assistance of Environmental Health & Safety or emergency personnel. All other chemical spills are considered major.

- **Chemical Leak** – Large quantities (i.e. Drums, Tanks, Pipes).
  
  Notify Environmental Health & Safety 2862
  Facilities Management 2066
  University Police 2093

**ASSIST THE HANDICAPPED TO EVACUATE**

- **Chemical Spill** – Small quantities (i.e. laboratory quantities). Spill kits are available from Environmental Health & Safety at 2862.

**Minor Chemical Spill Procedures**

- **Notify** Responsible Department
- Alert people in immediate area of spill
- Wear protective equipment including chemical splash goggles, appropriate gloves and lab coat.
- Avoid breathing vapors from spill
- Confine spill to small area. Use appropriate spill kit to absorb the spilled material.
- Bag cleanup material and label it with the Hazardous Waste label and call Environmental Health & Safety for a pick-up.
- Clean spill area with water.

**RADIATION SPILL**

*Notes and Precautions:* Spreading of radiation beyond the spill area can easily occur by the movements of personnel involved in the spill or clean-up effort. Prevent spread by confining movements of personnel until they have been monitored and found free of contamination. Do Not perform remedial actions without the assistance of trained personnel.

**RADIATION SPILL PROCEDURES**

- **Notify** personnel in the immediate area of the spill.
- **Confine** the spill immediately.
- Have all potentially contaminated personnel stay in one area until they have been monitored and shown to be free of contamination.
- **Notify:**
  - Radiation Safety Officer 3082
  - Environmental Health & Safety 2862
  - University Police 2093

- Attempt clean up **ONLY** if you have received appropriate training.
EARTHQUAKE

Indoors: Seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelving and heavy equipment.

Outdoors: Move away from buildings and utility poles. AVOID DOWNED UTILITY LINES.

When shaking stops: Evacuate buildings and do not re-enter due to danger of aftershocks. Stay away from buildings. Do not block streets as a pedestrian or with your car. Streets must remain open for emergency vehicles.

DO NOT USE ELEVATORS
ASSIST HANDICAPPED AND ANY INJURED

Utilities: Facilities Management will shut off gas and electricity.

Fire and Rescue: Facilities Management and University Police will extinguish fires and direct rescue operations. (See “Reporting Emergencies” page)

Food and Shelter:

Dining Services will secure food supplies and ration as situation dictates.
Facilities Management will valve off hot water tanks and swimming pool for emergency drinking water.
Residence Life will assign quarters in undamaged buildings (See “Reporting Emergencies” page).
Medical Personnel will establish first aid station and morgue as required in available buildings.

Communications: University Police Radios
Facilities Management Radios
C.B. Radios
Cell Phones
GENERAL EMERGENCY PROCEDURES

REPORT EMERGENCIES TO:                9-9-1-1

University Police                2093
Facilities Management            2066
Environmental Health & Safety    3217

When calling, stay calm and carefully explain the problem and location. Do not hang up until told to do so.

Public Statements

Statements to the news media will be made by the University Communications Office, in coordination with appropriate emergency officials. Statements to family members will be made by the Human Resources Office (concerning employees) or Student Affairs Office (concerning students).

Emergency employment, purchasing and contracting

There are no provisions for suspension of state laws in an emergency. The ranking university official on the scene shall attempt to comply with laws if possible and shall maintain records where threat to life and property require extraordinary action.

Emergency & Resources Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Water &amp; Light</td>
<td>930-3300</td>
<td>St. Bernard’s Hospital</td>
<td>972-4100</td>
</tr>
<tr>
<td>CenterPoint Energy</td>
<td>800-992-7552</td>
<td>NEA Regional Hospital</td>
<td>972-7000</td>
</tr>
<tr>
<td>State Police</td>
<td>935-7302</td>
<td>National Guard</td>
<td>935-2401</td>
</tr>
<tr>
<td>County Judge</td>
<td>933-4500</td>
<td>Army Reserve</td>
<td>933-9405</td>
</tr>
<tr>
<td>Fire Department</td>
<td>935-5551</td>
<td>Highway Department</td>
<td>932-2339</td>
</tr>
<tr>
<td>Jonesboro Police</td>
<td>935-5553</td>
<td>-OR-</td>
<td>239-9511</td>
</tr>
<tr>
<td>Sheriff’s Department</td>
<td>933-4550</td>
<td>American Red Cross</td>
<td>932-3212</td>
</tr>
<tr>
<td>Ambulance</td>
<td>9-9-1-1</td>
<td>Salvation Army</td>
<td>932-3785</td>
</tr>
<tr>
<td>Office of Emergency Services</td>
<td>933-4575</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
EMERGENCY RESPONSE GUIDE

MEDICAL EMERGENCY: Immediate Procedures

- Remain calm
- Initiate lifesaving measures if required and if trained.
- Call for Emergency Response

MEDICAL EMERGENCY 9-9-1-1

- Do not moved injured person unless there is danger of further harm
- Keep injured person warm.

MAJOR INCIDENT: Immediate Procedures

- Attend to injured or contaminated persons and remove them from exposure.
- Alert people to evacuate the area.
- Call for Emergency Response:
  
  **FIRE** 9-9-1-1
  **CHEMICAL/BIOLOGICAL** 9-9-1-1
  **RADIATION SPILL** 9-9-1-1

- Close doors to affected area.
- Have person knowledgeable of incident and laboratory remain available to provide information to emergency personnel.
EVACUATION

- CAMPUS-WIDE EVACUATION

May be ordered by off-campus authority or ranking University Police Officer on duty. Use University Police P.A. to order. Also KASU 91.9 FM and campus cable TV. University Police will direct traffic.

Four (4) locations are available based on situation:
- Jonesboro High School Gym 935-2381
- Nettleton High School Gym 910-7805 ext. 221
- Performing Arts Center (Nettleton High) 910-7805 ext. 221
- Brookland High School Gym 932-2080

Commuters and non-emergency staff shall use personal vehicles to go home unless in danger zone.

No Vehicle? Hitch a ride.

No Ride? Report to Student Union. Facilities Management personnel will use available university vehicles to shuttle.

- University Police will dispatch an officer to selected evacuation site for control and communication. Student Affairs, University Police, Information & Technology Services, Environmental Health & Safety will send representatives to evacuation site.

- Administrative personnel will arrange feeding and housing or further evacuation based on situation if long-term. (See “Reporting Emergencies” page).

- University Police will maintain on-campus security as long as personal safety allows.

- “All Clear” will be announced by University Police with follow-up by KASU 91.9 FM.

Evacuation Procedures

Building Evacuation

- An Evacuation of a building is used to move persons out of a building to avoid a potentially threatening situation.
• Upon the sounding of the fire alarm or notification by the Campus Warning System, everyone will evacuate a building and proceed immediately, in a calm and orderly manner, to the designated collection location (see Evacuation Collection Areas).

• When evacuating a building leave quickly, but calmly, by the nearest exit or stairwell. Alert others to do the same. **DO NOT USE THE ELEVATOR.**

• Do not return to your area to collect personal items prior to evacuating.

• Close doors behind you while exiting.

• You may walk briskly but do not run.

• Do not go to the restroom.

• If smoke is present, stay low. The best quality air is near the floor.

• Develop a plan now to make sure everyone in your office/area is aware of how and when the plan is to be implemented.

• Report any missing persons to the University Police and provide the location where last seen.

• **DO NOT** return to an evacuated building until authorized to do so by University Police.

• Assist persons with a mobility, visual or hearing impairment to the nearest exit or area of refuge. Alert University Police or Fire department personnel of persons with a mobility impairment left in the building.

**Persons with a Mobility Impairment**

• Prepare to be assisted during a building evacuation.

• Proceed to the nearest Area of Refuge or exit if available (**DO NOT USE ELEVATOR in the event of fire or power failure**).

• Persons with a mobility impairment should be calm and remain at the Area of Refuge until assistance arrives (make sure you inform other evacuee’s of your location).
# Emergency Evacuation Check Points

<table>
<thead>
<tr>
<th>Location</th>
<th>Check Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>West Parking Lot SW-3A</td>
</tr>
<tr>
<td>Alumni Center</td>
<td>South Parking Lot NE-4</td>
</tr>
<tr>
<td>Arkansas Biosciences Institute</td>
<td>East Parking Lot S-14A</td>
</tr>
<tr>
<td>Arkansas Hall</td>
<td>Southeast Parking Lot S-9C</td>
</tr>
<tr>
<td>Armory</td>
<td>East Parking Lot SW-1</td>
</tr>
<tr>
<td>Art Annex</td>
<td>North Lawn/Quad</td>
</tr>
<tr>
<td>Baseball Complex</td>
<td>North Parking Lot NE-7</td>
</tr>
<tr>
<td>Carl R. Reng Center/Student Union</td>
<td>East Lawn/By Caraway Road</td>
</tr>
<tr>
<td>Center for Excellence in Education/Smith Center</td>
<td>East Parking Lot N-7</td>
</tr>
<tr>
<td>Chickasaw</td>
<td>West Parking Lot Across Caraway Road NW-6</td>
</tr>
<tr>
<td>Childhood Development &amp; Research Center</td>
<td>or Student Union East Lawn</td>
</tr>
<tr>
<td>Childhood Services</td>
<td>West Lawn</td>
</tr>
<tr>
<td>College Of Agriculture</td>
<td>West Parking Lot S-13</td>
</tr>
<tr>
<td>College of Business</td>
<td>South Parking Lot Southeast Corner SW-6</td>
</tr>
<tr>
<td>College of Nursing &amp; Health Professions</td>
<td>Armory Parking Lot SW-1</td>
</tr>
<tr>
<td>Colleges of Education &amp; Communication</td>
<td>Southeast Parking Lot N-7</td>
</tr>
<tr>
<td>Collegiate Park</td>
<td>West Parking Lot Library Lot SW-5</td>
</tr>
<tr>
<td>Convocation Center</td>
<td>North Lawn/Quad</td>
</tr>
<tr>
<td>Environmental Health, Safety &amp; Research</td>
<td>East Parking Lot NE-5A, 5B, 5C</td>
</tr>
<tr>
<td>Facilities Management</td>
<td>North Parking Lot SE-3</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>West &amp; North Parking Lots Se-2A, 2C</td>
</tr>
<tr>
<td>Football Field House</td>
<td>South Parking Lot S-18</td>
</tr>
<tr>
<td>Fowler Center</td>
<td>South Parking Lot NE-3B</td>
</tr>
<tr>
<td>Health, Physical Education &amp; Sports Sciences</td>
<td>South Parking Lot NE-8</td>
</tr>
<tr>
<td>Information &amp; Technology Services</td>
<td>South Parking Lot SW-2</td>
</tr>
<tr>
<td>International Student Center</td>
<td>West Parking Lot SE-2B</td>
</tr>
<tr>
<td>Judd Hill Foundation</td>
<td>West Parking Lot NW-1C</td>
</tr>
<tr>
<td>Kays Hall</td>
<td>South Parking Lot</td>
</tr>
<tr>
<td>Lab Science East</td>
<td>West Parking Lot NW-1B</td>
</tr>
<tr>
<td>Lab Science West</td>
<td>East Parking Lot Across Caraway Road S-17</td>
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<tr>
<td>Laundry</td>
<td>Events Lawn/Amphitheater</td>
</tr>
<tr>
<td>Library</td>
<td>North Parking Lot S-10</td>
</tr>
<tr>
<td>Museum</td>
<td>South Parking Lot Southwest Corner SW-5 &amp; North Lawn/Quad</td>
</tr>
<tr>
<td>North Park Plaza</td>
<td>South Parking Lot Southwest Corner SW-5</td>
</tr>
<tr>
<td>North Park Quad</td>
<td>North Parking Lot N-3</td>
</tr>
<tr>
<td>Parking Garage</td>
<td>North Parking Lots N-5A, 5B, 5C, 5D</td>
</tr>
<tr>
<td>Pavilion</td>
<td>North Parking Lot NW-2C</td>
</tr>
<tr>
<td>Pavilion</td>
<td>North Parking Lot NE-1</td>
</tr>
</tbody>
</table>
Psychological Crisis

A psychological crisis exists when an individual is threatening harm to himself/herself or to others, or is out of touch with reality due to severe drug reactions or a psychotic break. A psychotic break may be manifested by hallucinations or uncontrollable behavior. A psychotic episode may also involve a person from a neighborhood hospital or a halfway house walk-away.

If a psychological crisis occurs on campus:

- **CAUTION: NEVER TRY TO HANDLE A POTENTIALLY DANGEROUS SITUATION ON YOUR OWN.**

  - Monday through Friday 8:00 am – 5:00 pm, call the Counseling Center at 972-2318. A counselor will respond to your location. After hours, call the University Police Department at 972-2093. A counselor will be notified and will respond.

  - In a life-threatening emergency situation (ie: involving a weapon), immediately notify UPD and provide your name and location so officers can respond to the situation. UPD personnel will notify the Counseling Center when necessary.

  - The Associate Vice Chancellor for Student Affairs may be contacted. This will be in accordance with the University policy.

**STUDENTS** – experiencing a severe psychological crisis should go to the nearest hospital emergency room or contact Arkansas State University’s Counseling Center which provides individual and group counseling to currently enrolled ASU students. It’s professionally trained staff seeks to assist students with social, emotional, and academic concerns in a sensitive, caring, and confidential manner.
Note: There are psychological consequences to every emergency. The Counseling Center is available to assist with post traumatic stress in all situations.

**Shelter-In-Place**

In the unlikely event of an accidental or intentional release of hazardous chemicals or biological agents in the area, the best action may be to shelter in place. The following are guidelines to follow if sheltering in place is advised.

- The University Police Department and local emergency services will use every means available to advise the University Community of imminent dangers. Media that may be used by UPD and local emergency services includes email, ASU website (http://www.astate.edu), telephone, KASU and local radio and television stations, and the Campus Outdoor Warning System.

- Turn off the heating or air conditioning in your area if you have the means to do so. The Facilities Management Department will turn off all main air handlers and exhaust systems.

- Do not use the elevators. Elevators can become stuck when air handlers are turned off.

- Seek shelter on floors above ground level and in the interior part of the building, in an area with the least amount of windows and doors.

- After everyone has settled, use material such as plastic and tape to seal doorways.

- Wait for further instructions from the University Police Department or other emergency personnel.

- Use phones only for an emergency. Overuse of phones, including cellular, can overburden the system and delay emergency calls.

- It is highly suggested that all departments invest in a small battery powered radio in case electricity is lost.

- Once the emergency is over you will be instructed to evacuate the building until it has been properly ventilated for any remaining hazards.