



# TSU What to Do In an EMERGENCY

For Assistance (Police / Fire / Medical)  
Call TSU Police 615-963-5171

## Fire

- Activate the nearest fire alarm and call TSU Police if possible
- If there are no fire alarms knock on doors and yell "fire" as you exit the building
- Evacuate the building and **DO NOT** use elevators!
- Close doors as you leave.
- Feel closed doors with the back of your hand. Do not open if doors are hot.
- Move well away from the building when evacuating

## Hazardous Materials

- Move to a safe a location
- Follow instruction of emergency personnel.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed to the hazards or have information about the release.

## If Told To Evacuate

- Move calmly to exits **DO NOT** run or push
- Follow instructions of emergency personnel
- Alert personnel if someone needs help evacuating

## Active Shooter

- **Run**– evacuate to safety if others agree or not. Help others escape if possible.
- **Hide**– if you can not safely evacuate lock doors/ Blockade your self in but make sure you have an alternate way out. Hide behind large objects. stay out of the shooter view
- **Fight**–Act with physical aggression. Improvise weapons. Commit to your actions

## Sever Weather/Tornado

- Seek Shelter; get inside stay on the lowest level. Shut all doors and windows.
- Stay away from exterior windows and doors.

## If Told To Shelter In Place

- Get indoors. Lock all doors and windows.
- Stay inside until informed it is safe to go outside.

## Earthquake

If inside stand in doorway or get under a sturdy piece of furniture.

- Stay away from windows, hanging objects or tall furniture that can topple over.
- Stay where you are until shaking stops.
- After shaking stops evacuate building. **DO NOT** use elevators.
- If outside move to a clear area as area away from trees, poles and buildings

## Power Failure

- Move cautiously to a lighted area.
- Contact Facilities @ 615-963-5671
- If someone is stuck on an elevator Contact TSU Police

## Suspicious Package/Bomb Threat / Explosion

- **DO NOT** touch or disturb object.
- Call TSU Police Provide as much information as possible about the threat or object.
- Notify your Supervisor / RA
- Be prepared to evacuate, Look for anything suspicious and report to authorities

## Suspicious Person/ Violent Act

- **DO NOT** physically confront or follow the person and do not block the person's access to an exit.
- Call TSU Police. Provide as much information as possible about the person and his or her direction of travel.
- Follow instruction of emergency personnel
- If told to seek safe shelter get inside immediately and lock doors.

## Sexual and Physical Assault

- Report assault to TSU Police @615-963-5171.
- Sexual assaults can confidentially also be place @ 615-963-7435

## Disabilities

- **Visually Impaired**  
Clearly announce the type of emergency. Offer guidance. Inform the person of obstacles and location.
- **Hearing Impaired**  
Turn lights on and off to gain the persons attention . Indicate direction with gestures or a written note.
- **Mobility Impair**  
**DO NOT** use Elevators. Seek volunteers to assist when descending down stairs. If an individual is un able to evacuate notify emergency personnel.

## Medical

- Notify TSU Police immediately @ 615-963-5171.
- Properly trained individuals should begin first aid if necessary until emergency personnel arrive.

## Mental

- Express concerns directly to the individual
- Make a referral in the presence of the individual and offer to accompany him/her
- Watch for aggressively changes in behavior such as but are not limited to (Hygiene, speech, work, emotional

TSU Police-615-963-5171 Emergency Management—615-963-5984 Facilities Management –615-963-5671

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