**TSU What to Do In an EMERGENCY**

**For Assistance (Police/ Fire/ Medical)**

Call TSU Police 615-963-5171

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**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 location
- Follow instructions 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 cannot safely evacuate lock doors/ Blockade yourself 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. Complain to your actions

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

**Severe 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

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**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.

**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 unable 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.
- 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

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