

## SPECIFIC EMERGENCY PROCEDURES

---

---

### EXPLOSION, AIRCRAFT DOWN (CRASH)

In the event a mishap occurs, such as an explosion or a downed aircraft (crash) on campus, take the following actions:

1. Immediately take cover under tables, desks and other objects that will give protection against falling glass or debris.
2. After the effects of the explosion and/or fire have subsided, notify the Campus Police at ext. 5171. Give your name and describe the location and nature of the emergency.
3. If necessary or when directed to do so, **ACTIVATE** the building alarm. **CAUTION:** The building alarm rings only in some buildings so you must **ALSO** report the emergency by telephone.
4. When the building evacuation alarm is sounded, or when you are told to leave by University officials, walk to the nearest marked exit, and ask others to do the same.
5. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!** Remember that elevators are reserved for handicapped persons. **DO NOT USE THE ELEVATOR IN CASE OF FIRE. DO NOT PANIC!!!**
6. Once outside, move to a clear area that is at least 500 feet away from the affected building(s). keep streets, hydrants, and walkways clear for emergency vehicles and crews. Know your assembly points.
7. If requested, assist emergency crews as necessary.
8. A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
9. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a University official.

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