***Purdue Polytechnic Institute***



***EMERGENCY SITUATIONS***

***[Insert location name here] QUICK REFERENCE GUIDE***

***FOR ANY EMERGENCY:***

 ***CALL / TEXT 911***

***What to do…***

EVACUATION PROCEDURES--**FIRES**

* Activate the pull station/fire alarm
* Evacuate the building, away from entrances and exits
* DO NOT USE ELEVATORS
* Call for help—dial 911
* Warn others
* Do not re-enter the building until authorized by Public Safety officials

SHELTER IN PLACE—**TORNADO WARNING**

* If the All Hazards Outdoor Warning Sirens are activated, or a tornado warning is issued by the National Weather Service, immediately seek shelter inside the nearest available facility
* Proceed to the lowest level. If a basement is not available, seek an interior hallway or interior room on lowest level, away from windows and doorways
* All clear will be announced over the local TV and radio stations or upon expiration of the initial National Weather Service warning

SHELTER IN PLACE—**HAZARDOUS MATERIALS (HAZMAT) RELEASE**

* If advised to shelter for a HAZMAT incident, immediately seek shelter in nearest facility
* Close and lock all windows exterior doors, and any opening to the outside
* If possible, move to an interior room above ground floor with fewest windows and vents
* Do not leave the building until authorized by Public Safety officials

SHELTER IN PLACE—**ACTIVE THREAT**

* Decide whether to Run, Hide, or Fight
* If you decide to hide (shelter in place), seek a safe area in nearest facility; lock or block door
* Do not leave your area until authorized by Public Safety officials

**Emergency Notification resources:**

* All-Hazards Outdoor Warning Sirens: (***Shelter In Place***)
* Building Fire alarms: (***Evacuate*** the building)
* Purdue email
* Local Media: Radio, TV, newspapers, and Internet, to help spread the word.

See: [www.purdue.edu/ehps/emergency\_preparedness](http://www.purdue.edu/ehps/emergency_preparedness)

**Nonemergency Phone #s:**

(List your applicable numbers here)

As of January 1, 2020