

## **CONTRACTOR QUICK REFERENCE GUIDE**

**FOR ANY EMERGENCY:  
CALL or TEXT 911**

**REMEMBER, WHEN YOU HEAR...**

- ALL HAZARDS **OUTDOOR** SIRENS: immediately seek shelter (Shelter In Place) in a safe location within closest facility.
- FIRE ALARMS: immediately evacuate the building and move to a safe location.

*In both cases, you should seek additional clarifying information by all possible means... Twitter, Purdue Campus Status Page, TV, radio, etc.*

### **EVACUATION**

**WHAT TO DO...**

#### **EVACUATION PROCEDURES--FIRE**

- Activate a pull station
- When fire alarm is activated, evacuation is mandatory
- Warn others as you evacuate
- Once outside, call for help—dial 911
- Evacuate in accordance with the Building Emergency Plan or via the nearest exit
- Evacuate immediately—if possible take your belongings
- Evacuate to an area away from the building that does not impede responders
- Assist persons with disabilities, if possible
- **DO NOT USE ELEVATORS**
- Do not re-enter the building until authorized by Public Safety officials
- **The Emergency Assembly Area is located at:** \_\_\_\_\_

### **SHELTER SITUATIONS**

#### **SHELTER IN PLACE—TORNADO WARNING**

- If the All Hazards Sirens are activated or you are notified of a warning, immediately seek shelter inside the nearest facility
- Proceed to the lowest level. If a basement is not available, seek an interior hallway or small interior room on lowest level, away from windows and doors
- “All clear” will be announced over the local TV and radio stations or by the expiration of the initial National Weather Service warning
- **The Shelter location is:** \_\_\_\_\_

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

- If advised to shelter for a HAZMAT incident, immediately seek shelter in nearest facility
- Close all windows, exterior doors, and any openings 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
- **The Shelter location is:** \_\_\_\_\_

#### **SHELTER IN PLACE—ACTIVE THREAT**

- Decide whether to Run, or Hide, or Fight
- If you decide to hide (shelter in place), seek a safe area in nearest facility. Lock or block the room door
- Do not leave your area until authorized by Public Safety officials
- **The Shelter location:** \_\_\_\_\_

#### **PHONE #s:**

Purdue Police Department: 494-8221  
Purdue Fire Department: 494-6919

**Project Manager #** \_\_\_\_\_

*As of January 1, 2020*