***Non-University Owned Facilities***



***Emergency Situations***

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

***FOR ANY EMERGENCY:***

 ***CALL OR TEXT 911***

***What to do…***

EVACUATION PROCEDURES--**FIRES**

* Activate the alarm
* When fire alarm is activated, evacuation is mandatory
* Call for help—dial 911
* Warn others
* Evacuate in accordance with the Building Emergency Plan or at the nearest exit
* Evacuate immediately—if possible take your belongings
* Evacuate to an area 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

SHELTER IN PLACE—**TORNADO WARNING**

* If the All Hazards Outdoor Warning Sirens are activated, immediately seek shelter inside the nearest available 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 doorways
* All clear will be announced over the local TV and radio stations or 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
* Do not leave your area until authorized by Public Safety officials

**Emergency Notification Sources:**

* **Please Note**: *the on-campus PurdueALERT Emergency Notification System, including text messages, may not be activated for emergencies occurring in or impacting the Purdue Research Park and other Off-Campus facilities.*
* All-Hazards Outdoor Warning Sirens: (***Shelter In Place***)
* Building Fire alarms: (***Evacuate*** the building)
* Building Emergency Plans (BEP)—completed by local BEP Developers
* NIXLE: to sign up go to <http://www.nixle.com/>
* Local Media: Radio, TV, newspapers, and Internet, to help spread the word.

**Off Campus Non Emergency Phone #s:**

* Tippecanoe County Ambulance Service
	+ 800-654-9410
* West Lafayette Police Department:
	+ (765) 775-5175
* West Lafayette Fire Department:
	+ (765) 775-5200
* Lafayette Police Department
	+ (765) 807-1000
* Lafayette Fire Department
	+ (765) 807-1600
* Tippecanoe County Sherriff’s Department
	+ (765) 423-9388
* Tippecanoe County Emergency Management Agency
	+ (765) 742-1334

As of January 1, 2020