

# Non-University Owned Facilities



# Emergency Situations

## [insert building name here] QUICK REFERENCE GUIDE

### **FOR ANY EMERGENCY: CALL 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 Sheriff's Department
  - (765) 423-9388
- Tippecanoe County Emergency Management Agency
  - (765) 742-1334

As of May 26, 2017