

## ***EMERGENCY PROCEDURES***

*Police/Fire/Medical Emergency — 911*  
*Department of Public Safety — 419-372-2346*

### **FIRE**

- Activate the nearest fire alarm pull station, leave the building and call 911 from a safe location to report the location and cause of the fire, if you know what it is.
- **EVERYONE MUST LEAVE IMMEDIATELY!** Close doors behind you when a fire alarm is activated, even if there are no obvious signs of an emergency.
- If there is a fire, confine it by closing all doors and windows if possible.
- Use the stairs. **DO NOT** use the elevator!
- Remain calm.
- Follow directions given by emergency personnel.
- Do not re-enter the area until authorized to do so by public safety officials.

### **TORNADO/SEVERE WEATHER**

- Familiarize yourself in advance with your building's designated shelter area.
- Follow all warnings and procedures as indicated by local law enforcement and the National Weather Service.
- If you hear a tornado-warning siren, seek shelter in the nearest building until notified that it is safe to leave
- If flooding occurs, seek higher ground and avoid walking through standing or moving water.
- Stay away from downed electrical lines and electrical appliances (e.g. land-line telephones and TVs).
- Stay tuned to local radio and TV stations for up-to-date forecasts, road conditions and closures.

### **OFFICIAL BGSU COMMUNICATIONS**

During a campus emergency, BGSU will distribute information to the campus community utilizing the following:

- BGSU radio WBGU-FM 88.1 or WFAL-AM 1610
- BGSU Web site at [www.bgsu.edu](http://www.bgsu.edu)
- Residence Hall Directors and Resident Advisors
- BGSU Police Officers
- Local TV broadcasts
- 419-372- SNOW (7669)
- 419-37ALERT (372-5378) (off campus)
- ALERT (2-5378) (on campus)

### **SEVERE ILLNESS OR INJURY**

- Check the scene. Do not place yourself in a life-threatening situation.
  - **CALL 911** - Give location and description of incident.
- If you are trained in CPR and/or first aid, assess the need for support.

## **CRIMES IN PROGRESS OR SUSPICIOUS PERSONS**

- **CALL 911** and give information on the person and situation.

## **SUSPICIOUS OBJECT OR PACKAGE**

- Do not touch or disturb the object or package.
- Leave the object and vacate the room. If others are in the affected room or area, inform them of the situation and ask them to vacate as well.
- Wash hands if you have handled the object or package.
- **CALL 911** and follow Dispatcher's instructions. Wait for emergency officials.

## **HOSTILE INTRUDER**

- Remain calm. Do not engage the intruder.
- If safely possible, try to escape the area quickly and quietly.
- If attempting to escape, do not carry phones or other objects. These could be mistaken for weapons. If you encounter responding law enforcement officers as you move through open areas, elevate your HANDS with OPEN PALMS visible. Follow all the instructions officers may give you.
- If you CANNOT SAFELY EXIT the building, seek shelter in a room where the doors can be locked or barricaded securely.
- Close and lock windows, lower blinds, turn off lights and remain out of sight.
- Once secured inside, take cover behind, heavy desks or filing cabinets. Stay away from windows and doors.
- Remain quiet and turn off cell phone ringers.
- ONLY ONE PERSON from the room should call 911 and tell them where you are, where the intruder is and the condition of others with you. Follow their instructions. If you cannot speak, leave the line open so the dispatcher can hear what is going on in the room.
- Do not respond to any unfamiliar voice commands until you can be sure that they are coming from the police.

Do not open the door until you can be positive that it is the police or a recognized campus official coming to help you.

There is no additional information on Emergency Procedures in either employee handbook or the Charter's Faculty Handbook although the policy applies to all employees. This policy is available on the BGSU Website, but it contains no additional information.

08/07