# EMERGENCY PROCEDURES

COLUMBIA STATE COMMUNITY COLLEGE

**Emergencies Call 911**

**Non Emergencies Call Campus Coordinator 931.270.0119**

## FIRE
- Activate nearest fire alarm pull station and call 911 if possible
- After calling 911, notify Campus Coordinator at **931.270.0119**
- Evacuate the building using Evacuation Information (listed below)
- Do not enter building until authorized by emergency personnel

## EVACUATION
- Evacuate using nearest exit (or alternate exit if nearest one is blocked)
- Secure any hazardous materials or equipment before leaving (e.g. turn off equipment)
- Go to Evacuation Assembly Point

## TORNADO
- A tornado warning is issued when a tornado has been detected in the area
- Seek shelter immediately¬
- Go to the lowest available floor in the building and stay away from windows, doors, and outside walls
- If in a vehicle or outside, seek shelter in the nearest structure with a strong foundation
- If there is not a structure nearby, lie in a ditch or low spot
- Stay put until the danger has passed

## SUSPICIOUS PERSON
- Do not physically confront the person
- Do not let anyone into a locked office/building
- Do not block the person's access to an exit
- Call 911 and provide as much information as possible about the person and their direction of travel
- After calling 911, notify Campus Coordinator at **931.270.0119**.

## SUSPICIOUS OBJECT
- Do not touch or disturb the object
- Call Campus Coordinator at **931.270.0119**; do not use cell phone near object
- Notify your instructor or a staff member.
- Be prepared to evacuate

## HAZARDOUS MATERIALS
- If an emergency exists or if anyone is in danger, call 911
- Move away from the site of hazard to a safe location
- After calling 911, notify Campus Coordinator at **931.270.0119**.
- Follow instructions of emergency personnel
- Alert others to stay clear of area
- Notify emergency personnel if you have been exposed or have information about the release

## SHELTER IN PLACE
- Stay inside or go indoors as quickly as possible.
- Close windows to provide seal against chemical fumes. Turn off fans, A/C and any ventilation
- Monitor official college emergency notification systems
- In case of an armed intruder, barricade doors, keep quiet, turn out lights, silence cell phones, do not evacuate if fire alarm sounds (unless fire is evident)