

BELMONT UNIVERSITY

EMERGENCY PROCEDURES QUICK REFERENCE GUIDE

EMERGENCY NUMBERS

Dial (615)460-6911 or {6911} from a campus phone to contact Belmont Campus Security

ACTIVE SHOOTER

- ❖ If you have an opportunity, run. Move a safe distance from the building and call 6911.
- ❖ If you cannot run, proceed to a nearby room that can be defended. Close and lock the doors. Barricade with what you can find in the room.
- ❖ Move away from the door and out of sight from anyone looking in.
- ❖ Call Campus Security to alert the police of the shooter's location. If it is unsafe to speak, leave the line open so the dispatcher can hear what is happening.
- ❖ Prepare a defense plan using any available objects as weapons.
- ❖ Keep your hands empty and in view at all times for police & security.
- ❖ Follow emergency personnel directions.

SHELTER IN PLACE

- ❖ Stay in the building. Close and lock all doors and windows.
- ❖ Move to an interior room or office away from windows.
- ❖ If safe to do so, turn off all fans, heating and air conditioning systems.
- ❖ Stay in place until emergency personnel notify you that it is safe to leave.

MEDICAL EMERGENCIES

- ❖ Do not move an injured person unless they are in an unsafe area. If they must be moved, support the head and neck.
- ❖ Call Campus Security and follow the dispatcher's instructions.

FIRE

- ❖ Alert others in the immediate area and activate the nearest fire alarm pull station.
- ❖ Exit the building and close doors to help *prevent the fire from spreading*.
- ❖ Call 911 and advise dispatcher of fire size and location.
- ❖ Advise emergency personnel of anyone in the building.
- ❖ Do not re-enter the building unless directed by officials.

EVACUATE

- ❖ If the fire alarms sounds or you are notified by an official, evacuate using the nearest safe exit.
- ❖ Assist others, including persons with disabilities, if safe to do so.
- ❖ Advise emergency personnel of the location of anyone still in the building or unaccounted.
- ❖ Do not enter any building unless directed by officials.

BOMB THREAT

- ❖ Evacuate the building.
- ❖ Do not use cell phones or radios within 300 feet of the area.
- ❖ Watch for, but do not disturb, unusual objects as you evacuate.
- ❖ Report your observations to emergency personnel.

POWER OUTAGE

- ❖ Turn off or unplug computers and other voltage sensitive equipment.
- ❖ Move cautiously to a lighted area. Lighted signs may indicate exits.
- ❖ Report outage to Campus Security.

SEVERE WEATHER

- ❖ Stay away from windows.
- ❖ Move to an interior room or hallway on the lowest floor.
- ❖ Close any doors.
- ❖ Remain in the safe area until all danger has passed.
- ❖ Follow directions given by emergency personnel. Do not enter any building unless directed by officials.