

Emergency Survival Guide

In case of emergency, follow these steps to ensure your safety.

Evacuate

- Stay calm. Do not rush or panic.
- Safely stop your work.
- Do not gather your personal belongings unless it is safe to do so.
- Proceed to the nearest exit.
- Do not use elevators.
- Wait for instructions from emergency responders.
- Do not re-enter the building until instructed to do so by emergency responders.

Tornado

If you are inside:

- If you are on an upper floor, go to the ground floor.
- Go to the innermost portion of the building.
- Duck and cover for protection.
- Avoid windows.

If you are outside:

- Stop and leave any vehicle.
- Take cover in the nearest gully, ditch, or low area.

Fire

If you discover a fire:

- Activate the nearest fire alarm if feasible.
- Evacuate the immediate area.
- Call 911 when safe to do so.

If you hear a fire alarm:

- Evacuate as soon as the alarm sounds.
- Do not open doors if they are hot.
- Use doors only, do not use elevators.
- Do not re-enter the building until instructed to do so by emergency responders.

Criminal Activity

Immediately call 911 from a safe location if you are the victim of or witness to:

- Assault.
- Verbal or other threat of bodily harm.
- Suspicious activity or suspicious packages/items.
- Crimes in progress.
- Weapons violations.
- Activities presenting a serious risk to the individual or others.

Do not confront the suspect or block their exit.

Active Shooter

Follow the five guidelines provided by ALICE:

Alert – Recognize initial alert. This could be a gun shot, a phone call, a rave alert, etc.

Lockdown – If evacuation is not a safe option, barricade entry points. Prepare to evacuate or counter is needed.

Inform – Communicate real time information on shooter location. Use clear and direct language using any communication means possible.

Counter – As a last resort, distract the shooter's ability to shoot accurately. Distract and disrupt the aggressor's plan by moving towards exit while making noise, throwing objects, and subduing the shooter.

Evacuate – Run from danger when safe to do so using non-traditional exits if necessary. Rallying points should be predetermined.

Hazardous Materials Spill

- Evacuate the affected area
- **Call 911.**
- Provide the dispatcher with information on the material type, quantity and specific location of spill if known.
- Stay in a safe location to provide information to emergency responders.
- If you have hazardous materials in your building, you should have a current Emergency Guide easily accessible.

Medical Emergency

- **Call 911.**
- Do not approach the patient unless it is safe to do so.
- Send someone to meet and direct emergency responders.
- Do not move the patient unless absolutely necessary.
- Do not take seriously ill or injured persons to ENMU Health Services. They need to be treated by EMS.
- Provide first aid if trained and if it is safe to do so.

For more Information

To get more information during or after an emergency:

- Call 575.562.4636
- Tune your radio to your local radio station.
- Visit enmu.edu
- For more information on emergency management please visit fema.gov.

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For additional copies, contact the ENMU Department of Public Safety at 575.562.2392.

