



EMERGENCY PREPAREDNESS GUIDE



**CAMERON
UNIVERSITY**

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GENERAL INFORMATION

THE TIME TO BECOME FAMILIAR WITH EMERGENCY PROCEDURES IS BEFORE AN EMERGENCY!

An emergency can be any crisis including fire, medical, injured person, damaged property or criminal incident which requires immediate action by victims, witnesses and emergency responders. While Cameron University is a very safe campus, we recognize that like any location, we are not immune from emergencies that impact members of our community. This guide is provided to assist all Cameron University community members and our visitors.

If emergencies occur that are not covered by this booklet, you can call the Office of Public Safety for assistance at 581-2911. Extension 2911 should always be called first in an emergency on campus in order for the appropriate services to be dispatched to the location of the emergency. This guide is provided to Cameron University community members as a tool to use during those times when information is needed quickly. Prior planning is essential; everyone should be familiar with the facilities they use on campus including fire exits and severe weather protective areas. Before an emergency occurs, know the locations of the fire extinguishers, the fire alarm pull stations, and emergency exits for your area.

Be advised that when you dial 2911 from a campus phone your precise location may not be available to emergency communications personnel who answer the call. Be prepared to give building name, room number(s), and a short description of the emergency. When you call 2911, you are informing campus police, who will then summon fire or medical emergency responders from off campus.

GENERAL BUILDING EVACUATION

If a building evacuation occurs, every department or classroom should have a specific pre-determined area where employees and students meet and check in with their supervisor or instructor. Office of Public Safety or other emergency response personnel should be notified of missing persons so that a search can be made.

STEPS FOR EVACUATION

1. Fire alarms or verbal notice will usually be used to sound the evacuation.
2. Safely stop your work.
3. Remain calm and orderly. Gather your personal belongings quickly, especially prescription medicines. It may be hours before you are allowed back into the building.
4. Seek out and give assistance to disabled or injured people in the area.
5. If safe to do so, close doors and windows, but do not lock them.
6. Never prop stairwell doors open.
7. If time permits, turn off the power to all electrical equipment.
8. Walk quickly, but do not run to the nearest safe exit via the stairway.
9. Never use elevators.
10. Follow instructions of properly identified emergency personnel.

11. Go to a pre-determined emergency assembly area, and report to your roll taker.
12. Keep all roadways and walkways clear for emergency vehicles.
13. Wait for instructions from emergency personnel.
14. Never re-enter any building until instructed to do so by properly identified emergency personnel.

EVACUATING PERSONS WITH SPECIAL NEEDS

Pre-planning is essential to a safe evacuation. If you are a person who has special needs, know your limitations and consider what you would do in an emergency. If you need to be evacuated, help yourself and rescuers by providing them with information about your needs and the best ways to assist you, since people may not be aware of your circumstances or how to help.

VISUALLY IMPAIRED PERSONS

In the event of an emergency, tell the person the nature of the emergency and offer to guide them to the nearest emergency exit. Have the person take your elbow to escort them. (This is the preferred method when acting as a sighted guide).

HEARING IMPAIRED PERSONS

1. Write a note, telling what the emergency is and the nearest evacuation route. For example, Fire, go out rear door to the right and then down, now!
2. Turn light switch on and off to gain attention, and then use gestures to show what to do.

AMBULATORY PERSONS USING CRUTCHES, CANES OR WALKERS

Carrying options include using a two-person lock arm position or having the person sit on a sturdy chair, preferably one with arms.

