

ARKANSAS STATE UNIVERSITY

EMERGENCY PROCEDURES

HANDBOOK

THIS GUIDE COVERS:
GENERAL EMERGENCY PROCEDURE
MEDICAL EMERGENCY
EARTHQUAKE
SEVERE WEATHER
FIRE

CHEMICAL LEAK/SPILL/DISPOSAL/BIOLOGICAL (MEDICAL)
DISTURBANCE/DEMONSTRATION/CRIMINAL BEHAVIOR/ACTIVE SHOOTER

BOMB THREAT
EXPLOSION
SHELTER IN PLACE
EVACUATION PROCEDURES
EMERGENCY EVACUATION CHECK POINTS
BLUE LIGHT EMERGENCY PHONES
CAMPUS MAP



ARKANSAS STATE
UNIVERSITY

A-STATE EMERGENCY PROCEDURES HANDBOOK

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GENERAL EMERGENCY PROCEDURES

REPORT EMERGENCIES TO: **9-911** from a landline, or **911** from a cell phone

University Police.....972-2093
Facilities Management.....972-2066
Safety & Emergency Management.....972-2862

When calling, stay calm and carefully explain the problem and location. Include your building's address (see address list below). Do not hang up until told to do so.

PUBLIC STATEMENTS

Statements to the news media will be made by the University Communications Office in coordination with appropriate emergency officials. Statements to family members will be made by the Human Resources Office (concerning employees) or Student Affairs Office (concerning students).

EMERGENCY EMPLOYMENT, PURCHASING AND CONTRACTING

There are **no** provisions for suspension of state laws in an emergency. The ranking university official on the scene shall attempt to comply with laws if possible and shall maintain records where threat to life and property require extraordinary action.

EMERGENCY & RESOURCE NUMBERS

Ambulance.....	9-911 (campus landline), 911 (cell phone)
American Red Cross.....	932-3212
Arkansas Highway Department.....	932-2339 -or- 239-9511
Arkansas State Police.....	935-7302
Army Reserve.....	933-9405
CenterPoint Energy.....	800-992-7552
City Water & Light.....	930-3300
Craighead County Judge.....	933-4500
Craighead Sheriff's Department.....	933-4550
Craighead Office of Emergency Mgmt.....	933-4575
Jonesboro Fire Department.....	935-5551
Jonesboro Police Department.....	935-5553
National Guard.....	935-2401
NEA/Baptist Reg. Hospital.....	936-8000
Salvation Army.....	932-3785
St. Bernard's Hospital.....	972-4100

MEDICAL EMERGENCY

EMS.....	9-911 (campus landline), 911 (cell phone)
University Police.....	972-2093
Student Health Center.....	972-2054

WHEN TO CALL! If persons experience any of the following:

- Unresponsiveness
- Difficulty Breathing
- Chest Pain
- Seizures
- Profuse Bleeding

DO NOT OVERREACT.

Most situations can be handled on site or by private transport to seek medical care. Do not hesitate to call an ambulance if the medical condition requires immediate medical attention. Additional help may be available from these departments:

Nursing Department.....	972-3074
Safety & Emergency Management.....	972-2862
HPESS Center.....	972-3066
Athletic Trainer.....	972-3342

LABORATORY EMERGENCIES & SHOP ACCIDENTS.

Utilize procedures established by the responsible department. Procedures are posted in each lab.

A-STATE EMPLOYEE PROCEDURES.

Employees, who become ill or injured, because of an occurrence during the course of their employment, are required to notify their direct supervisor. They are to seek medical attention at the Student Health Center. Call **9-911** from a campus landline, or **911** from a cell phone, if the employment related illness or injury requires immediate medical attention.

SEVERE WEATHER

TORNADO

- **INFORMATION** on Severe Weather is broadcast on KASU 91.9 FM and provided through the Emergency Alert System.
- **TORNADO WATCH** means that a tornado is possible. Remain alert for approaching storms.
- **TORNADO WARNING** means that a tornado has been sighted. Danger exists. Move to a place of safety.
- **SIRENS** are sounded by local authority and indicate a tornado warning. Take shelter. Sirens at noon on a clear day are only a test.

- **SHELTER** Basement and ground floor interiors of major buildings afford the best protection. Stay away from windows. The University Police Department will unlock Arkansas Hall and Laboratory Sciences Building during warnings. Custodians will assist when on duty.
- **ALL CLEAR** Verbal “All Clear” will be sounded by University Police Department and transmitted through the Emergency Alert System. University Police will relock buildings.

THUNDERSTORM

- **SEVERE THUNDERSTORM WATCH** means that thunderstorms are possible in the area. Remain alert for approaching storms.
- **SEVERE THUNDERSTORM WARNING** means thunderstorms are occurring in the area or indicated by weather radar.
 - Lightning strikes pose one of the greatest thunderstorm-related risks
 - Don't carry or go near anything made of metal. Lightning is attracted to metal
 - Stay away from doors and windows
 - Don't use the telephone unless it is an emergency. Lightning can travel through phone lines
 - Don't go under a large tree, tower, or other structure that stands alone. Lightning can be attracted to it because of its height.

FIRE

Notes and Precautions: A fire emergency exists whenever there is the presence of smoke or the odor of burning, when there is an uncontrolled fire or imminent fire hazard in the building or surrounding area, where there is a spontaneous or abnormal heating of any material, or when the fire alarm is sounding.

Only use a fire extinguisher if the fire is very small and you know how to operate the fire extinguisher safely. If you can't put out the fire, leave immediately and call **9-911** from a campus landline, or **911** from a cell phone. **Total and immediate evacuation is safest.**

FIRE EMERGENCY PROCEDURE

- **ACTIVATE FIRE ALARM**
- **CALL 9-911** from a campus landline, or **911** from a cell phone

REPORT TO:

University Police..... 972-2093
 Facilities Management..... 972-2066
 Safety & Emergency Management..... 972-2862

- **MINOR FIRE** that appears controllable:
 - Pull Safety Pin from extinguisher handle
 - Aim at base of fire
 - Squeeze the trigger handle
 - Sweep from side to side at base of fire

- MAJOR FIRE that does not appear controllable
 - **Leave the building.** Evacuate in accordance with building procedures
 - **Move at least 300 Feet** away from building.
 - Use marked exits.

ASSIST THE HANDICAPPED – DO NOT USE ELEVATORS

- Close but **DO NOT LOCK** doors.
- Do not return to the building until cleared by Fire or Police Departments.

ACTIVE SHOOTER

GUNFIRE. Take cover or evacuate.

ACTIVE SHOOTER. Secure immediate area:

- Lock and barricade doors.
- Turn off lights and all audio equipment.
- Stay away from the windows. Do not try to see what's happening.
- **DO NOT** sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempt to exit.
- Silence cell phones.
- Place signs in exterior window to identify the location of injured persons.

HOSTAGE. Do not attempt to fight back. Make mental notes of captor's characteristics, sights and sounds if you are taken from campus. Make mental notes for possible escape avenues. University Police Department will involve other law enforcement agencies as necessary.

Un-Securing an area:

- Keep classrooms secure until police personnel arrive and give you directions.
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
- Consider the safety of masses vs. the safety of a few.
- If doubt exists for the safety of the individuals inside the room, the area should remain secured.
- Silence cell phones.
- Place signs in exterior window to identify the location of injured persons.

Contacting Authorities:

- Dial **9-911** (campus landline), **911** (cell phone).
- Dial **972-2093** to contact the University Police Department.
- Email University Police: **upd@astate.edu**
- Be aware that the 911 system may be overwhelmed during a time of crisis.
- Silence cell phones.
- Program the University Police Department's phone number and email into your cell phone.
- Email may be only option if unable to speak

What to Report:

- Your specific location: building name, address and office/room number.
- Number of people at your specific location.
- Injuries: number injured and types of injuries.
- Assailant(s): location, number of suspects, race/gender, clothing description, physical features, type of weapons, such as long gun, hand gun, or knife, backpack or other bags, shooter’s identity if known, number of shots fired, any other information to assist authorities in identifying assailant.

Police Action:

In the event of an actual active shooter incident, it is important to understand the responsibilities and immediate action of the University Police and local law enforcement. University Police will immediately respond to the threat. This will be to eliminate the threat or contain the suspect in a safe area. Jonesboro S.W.A.T. will be activated to achieve the same goals.

Time is of the essence and the fewer people roaming or running around, the better our chance of locating the shooter. The 911 systems and our dispatch system will be overwhelmed with phone calls. It needs to be stressed that only people who can give the location of the shooter need to be calling. People calling the emergency services for any other reason are hindering the speed and ability of law enforcement to locate the shooter and provide medical services.

DEMONSTRATION

Notify:

University Police..... 972-2093

DO NOT OVERREACT. Most will be peaceful.

- Secure documents and equipment.
- Avoid provoking or obstructing demonstrators.
- Carry on normal activities if possible.
- If the disturbance is outside, stay away from doors or windows. **STAY INSIDE!!!!**

BOMB THREAT

▪ **Remain Calm – Keep Caller on Phone – Take Caller Seriously**

Ask the Caller:

When is the bomb to explode? _____
Where is the bomb located? _____
What kind of a bomb? _____
What does it look like? _____
What will cause it to explode? _____
Where are you calling from? _____
What is your address? _____
What is your name? _____

Sex of Caller _____ Age _____ Race _____ Length of Call _____

▪ **Caller's Voice:**

Calm	Nasal	Slow	Raspy	Loud	Angry	Cracked
Slurred	Laughter	Normal	Lisp	Stutter	Excited	Rapid
Deep	Soft	Accent	Broken	Stressed	Disguised	Distinct
Sincere	Squeaky	Crying	Clearing Throat		Deep Breathing	
OTHER _____						

Background Sounds:

Street Noises	Factory Machinery	Animal Noises	Other Voices
P.A. System	Static	Music	Motor
Office Machinery	Long Distance Call	Local Call	
OTHER _____			

Time Caller Hung Up _____
Department Receiving Call _____
Person Receiving Call _____

PULL FIRE ALARM IMMEDIATELY UPON RECEIVING BOMB THREAT

Immediately Notify:

University Police..... 972-2093

Give your name, location and telephone number. Inform the Dispatcher of the situation and provide information obtained from the call. Inform your supervisor, department head and/or hall director.

UPON ARRIVAL OF THE POLICE:

- Cooperate fully with the police officers and provide them with as much information as possible.
- You may be asked to make a quick search of those areas in your office, classroom, lab or residence hall room with which you are most familiar.
- If you should spot a suspicious object or package, report it to authorities immediately. Under no circumstances should you touch it, tamper with it, or move it in any way.

BUILDING EVACUATION

- All building evacuations will occur when an alarm sounds continuously and/or upon direction of the University Police or other emergency services personnel.
- Move quickly to the nearest marked exit and alert others to do the same.
- All faculty, staff, students and visitors will IMMEDIATELY evacuate the building. Information regarding the nature of the emergency will be provided once occupants are outside. EVACUATE AT LEAST 300 FEET AWAY FROM THE FACILITY.

ASSIST THE HANDICAPPED – DO NOT USE ELEVATORS

Notify:

University Police.....	972-2093
Facilities Management.....	972-2066
Safety & Emergency Management.....	972-2862

- University Police will conduct a search and announce “All Clear”
- Do not return to building until “All Clear” is given.

EXPLOSION

- Sound Fire Alarm
- Evacuate Building
- **DO NOT USE ELEVATORS**

CHEMICAL LEAK/SPILL/DISPOSAL

Notes and Precautions: The nature and quantity of hazardous substances used in laboratories requires preplanning to respond safely to chemical spills. The cleanup of a chemical spill should only be done by knowledgeable and experienced personnel. Spill kits with instructions, absorbents, protective equipment and disposal bags and labels should be available to clean-up minor spills.

A minor chemical spill is one that the laboratory staff is capable of handling safely without the assistance of Environmental Health & Safety or emergency personnel. All other chemical spills are considered major.

CHEMICAL LEAK: Large quantities (i.e. Drums, Tanks, Pipes).

Notify:

Environmental Health & Safety.....	972-2862
Facilities Management.....	972-2066
University Police.....	972-2093

ASSIST THE HANDICAPPED TO EVACUATE

CHEMICAL SPILL: Small quantities (i.e. laboratory quantities). Spill kits are available from Environmental Health & Safety at **972-2862**.

Minor Chemical Spill Procedures

- Notify Responsible Department.
- Alert people in immediate area of spill.
- Wear protective equipment including chemical splash goggles, appropriate gloves and lab coat.
- Avoid breathing vapors from spill.
- Confine spill to small area. Use appropriate spill kit to absorb the spilled material.

- Bag cleanup material and label it with the Hazardous Waste label and call Environmental Health & Safety for a pick-up.
- Clean spill area with water.

RADIATION SPILL

Notes and Precautions: Spreading of radiation beyond the spill area can easily occur by the movements of personnel involved in the spill or clean-up effort. Prevent spread by confining movements of personnel until they have been monitored and found free of contamination. Do Not perform remedial actions without the assistance of trained personnel.

RADIATION SPILL PROCEDURES

- Notify personnel in the immediate area of the spill.
- Confine the spill immediately.
- Have all potentially contaminated personnel stay in one area until they have been monitored and shown to be free of contamination.
- **Notify:**

Radiation Safety Officer.....	972-2366
Environmental Health & Safety.....	972-2862
University Police.....	972-2093
- Attempt clean up **ONLY** if you have received appropriate training.

EARTHQUAKE

Indoors: Seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelving and heavy equipment.

Outdoors: Move away from buildings and utility poles. **AVOID DOWNED UTILITY LINES.**

When shaking stops: Evacuate buildings and do not re-enter due to danger of aftershocks. Stay away from buildings. Do not block streets as a pedestrian or with your car. Streets must remain open for emergency vehicles.

DO NOT USE ELEVATORS

ASSIST HANDICAPPED AND ANY INJURED

Utilities: Facilities Management will shut off gas and electricity.

Fire and Rescue: Facilities Management and University Police will extinguish fires and direct rescue operations.

Food and Shelter:

Dining Services will secure food supplies and ration as situation dictates.

Facilities Management will valve off hot water tanks and swimming pool for emergency drinking water.

Residence Life will assign quarters in undamaged buildings

Medical Personnel will establish first aid station and morgue as required in available buildings.

Communications:

University Police Radios
Facilities Management Radios
Environmental Health & Safety Radios
Convocation Center Radios
Parking Services Radios
C.B. Radios
Cell Phones

EVACUATION

CAMPUS-WIDE EVACUATION

A campus-wide evacuation may be ordered by off-campus authorities or ranking University Police Officer on duty. Evacuation will be announced by University Police.

KASU 91.9 FM, campus cable TV, and the Emergency Alert System will broadcast the evacuation order. University Police will direct traffic.

Four (4) locations are available based on situation:

Jonesboro High School Gym	933-5800
Nettleton High School Gym	910-7805 ext. 229
Performing Arts Center (Nettleton High)	910-7805 ext. 229
Brookland High School Gym	932-2080

Commuters and non-emergency staff shall use personal vehicles to go home unless their home is in the danger zone.

No Vehicle? Hitch a ride.

No Ride? Report to the Student Union. Facilities Management personnel will use available university vehicles to shuttle persons to safety.

- University Police will dispatch an officer to the selected evacuation site, or sites, for control and communication. Student Affairs, University Police, Information & Technology Services, and Safety & Emergency Management will send representatives to the evacuation site, or sites.
- Administrative personnel will arrange for food and housing or further evacuation based on the situation.
- University Police will maintain on-campus security as long as personal safety allows.
- “All Clear” will be announced by University Police with follow-up by KASU 91.9 FM.

BUILDING EVACUATION PROCEDURES

- An Evacuation of a building is used to move persons out of a building to avoid a potentially threatening situation.
- Upon the sounding of the fire alarm or notification by the Emergency Alert System, everyone will evacuate a building.
- When evacuating a building leave quickly, but calmly, by the nearest exit or stairwell. Alert others to do the same. **DO NOT USE THE ELEVATOR.**
- Do not return to your area to collect personal items prior to evacuating.

- Close doors behind you while exiting.
- You may walk briskly but do not run.
- Do not go to the restroom.
- If smoke is present, stay low. The best quality air is near the floor.
- Develop a plan now to make sure everyone in your office/area is aware of how and when the plan is to be implemented.
- Report any missing persons to the University Police and provide the location where last seen.
- **DO NOT** return to an evacuated building until authorized to do so by University Police.
- Assist persons with a mobility, visual or hearing impairment to the nearest exit or stairwell. Alert University Police or Fire department personnel of persons with a mobility impairment left in the building.

PERSONS WITH MOBILITY IMPAIRMENT

- Prepare to be assisted during a building evacuation.
- Proceed to the nearest stairwell or exit if available. **DO NOT USE ELEVATOR in the event of fire or power failure.**
- Persons with mobility impairment(s) should be calm and remain at the exit or stairwell until assistance arrives. Make sure you inform other evacuees of your location.

EMERGENCY EVACUATION CHECKPOINTS

Administration.....	West Parking Lot SW-3A
Aggie Apartments.....	East Parking Lot NW-1A
Agriculture.....	South Parking Lot/Southeast Corner SW-6
Arkansas Biosciences Institute.....	East Parking Lot S-14A
Arkansas Hall.....	Southeast Parking Lot S-9C
Armory.....	East Parking Lot SW-1
Art Annex.....	North Lawn/Quad
Baseball Complex.....	North Parking Lot NE-7
Business.....	Armory Parking Lot SW-1
Childhood Development & Research Center.....	Northeast Corner of Playground
Childhood Services.....	West Parking Lot S-13
Collegiate Park.....	Adjoining Parking Lots NW-2A, 2B, 2C
Computer, Science & Math.....	North Lawn/Quad
Convocation Center.....	East Parking Lot NE-5A, 5B, 5C
Cooper Alumni Center.....	South Parking Lot NE-4
Delta Center for Economic Development.....	South Parking Lot SW-5C
Education & Communication.....	West Parking Lot/ Library Lot SW-5
Education & Leadership Studies.....	West Parking Lot NW-1C
Environmental Health, Safety & Research.....	North Parking Lot SE-3
Eugene W. Smith Hall.....	West Parking Lot NW-6
Facilities Management.....	West & North Parking Lots SE-2A, 2C
Fine Arts.....	South Parking Lot S-18
Football Facility/Academic Success Center.....	South Parking Lot NE-3B
Fowler Center.....	South Parking Lot NE-8
Health, Phys Edu & Sports Sciences.....	South Parking Lot SW-2
Humanities & Social Sciences.....	Aggie Circle North Sidewalk
Honors Living Learning Community 1 – 3.....	South & East Parking Lots N-10A, N-10B
Honors Living Learning Community 4.....	East Parking Lot N-10C
Information & Technology Services.....	West Parking Lot SE-2B

International English Studies.....	East Parking Lot N-7
Judd Hill Foundation.....	South Parking Lot
Kays Hall.....	West Parking Lot NW-1B
Lab Science East.....	East Parking Lot S-17
Lab Science West.....	Events Lawn/Amphitheater
Laundry.....	North Parking Lot S-10
Library, Dean B. Ellis.....	South Parking Lot SW-5 & North Quad
Museum.....	South Parking Lot/Southwest Corner SW-5
North Park Plaza.....	North Parking Lot N-3
North Park Quad.....	North Parking Lots N-5A, 5B, 5C, 5D
Nursing & Health Professions.....	Southeast Parking Lot N-7
Parking Garage.....	North Parking Lot NW-2C
Pavilion.....	North Parking Lot NE-1
Post Office.....	North Parking Lot NW-6
Red Wolf Den Apartments.....	North Parking Lots N-4A, N-4B & N-4C
Red WOLF (Recreation) Center.....	South Parking Lot S-9A
Residence Life Maintenance Bldg.....	North Parking Lot S-13
Reynolds Center for Health Sciences.....	East Parking Lot N-6A
ROTC Living Learning Community.....	West Parking Lot N-10C
Soccer & Tennis Complex.....	North Parking Lot SW-7
STEM Living Learning Community.....	West Parking Lot N-10C
Student Health Center.....	West Parking Lot NE-3B
Student Union, Reng.....	East Lawn/Near Aggie Circle
Track & Field Complex.....	North Parking Lot SW-7
University Hall.....	North Lawn
University Police Department.....	West Parking Lot S-12
Wilson Advisement Services.....	South Parking Lot NW-6
Wilson Hall.....	East Lawn/By Caraway Road

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to himself/herself or to others, or is out of touch with reality. A psychotic break may be manifested by hallucinations or uncontrollable behavior.

If a psychological crisis occurs on campus:

- Monday through Friday 8:00 am – 5:00 pm, call the Counseling Center at **972-2318**. A counselor will respond to your location. After hours, call the University Police Department at **972-2093**. A counselor will be notified and will respond.
- In a life-threatening emergency situation (i.e. involving a weapon), immediately notify UPD and provide your name and location so officers can respond to the situation. UPD personnel will notify the Counseling Center when necessary.
- The Associate Vice Chancellor for Student Affairs may be contacted. This will be in accordance with the University policy.

Students experiencing a severe psychological crisis should go to the nearest hospital emergency room or contact Arkansas State University’s Counseling Center which provides individual and group counseling to currently enrolled A-State students. Its professionally trained staff seeks to assist students with social, emotional, and academic concerns in a sensitive, caring, and confidential manner.

Note: There are psychological consequences to every emergency. The Counseling Center is available to assist with post-traumatic stress in all situations.

BLUE LIGHT EMERGENCY PHONES

Arkansas State University has seventy-two (72) blue light emergency call boxes positioned throughout the campus. By picking up the phone and/or pressing the red button, you are connected directly to UPD. These phones should be used for emergencies and for reporting crimes or suspicious activity.

Emergency Phone Locations	
Administration Building - SE Lawn	Arkansas Biosciences - Parking Lot S-17
Arkansas Hall - Parking Lot S-9C	Cherokee Street - Parking Lot S-11A
Childhood Development - East SE-4B	Childhood Development - West SE-4A
Collegiate Park Bldg 5	Collegiate Park Pool
HLLC Bldg 1 - NE	HLLC Bldg 2 - Parking Lot N-10A
HLLC Bldg 3 - SW	HLLC Bldg 4 - North
HLLC Bldg 4 - South	HLLC Bldg 4 - West
HLLC Classroom Bldg - SE	HPESS - Parking Lot SW-5C
Humanities & Social Sciences - East	Humanities & Social Sciences - South
Humanities & Social Sciences - West	Intramural Fields - Parking Lot SW-8
Kays Hall - Parking Lot NW-1B	Lab Science - Pedestrian Mall
Library - Parking Lot SW-5A	NPQ Bldg 1 - Parking Lot N-5A
NPQ Bldg 3 - Parking Lot N-5C	NPQ Bldg 5 - Parking Lot N-5D
Parking Deck Level 1 NE	Parking Deck Level 1 NW
Parking Deck Level 1 SE	Parking Deck Level 1 SW
Parking Deck Level 2 NE	Parking Deck Level 2 NW
Parking Deck Level 2 SE	Parking Deck Level 2 SW
Parking Deck Level 3 NE	Parking Deck Level 3 NW
Parking Deck Level 3 SE	Parking Deck Level 3 SW
Parking Lot N-9A - Central	Parking Lot N-9A - East
Parking Lot N-9A - West	Pavilion
Red Wolf Den Bldg 1 - Level 1 East	Red Wolf Den Bldg 1 - Level 1 West
Red Wolf Den Bldg 1 - Level 2 East	Red Wolf Den Bldg 1 - Level 2 West
Red Wolf Den Bldg 1 - Level 3 East	Red Wolf Den Bldg 1 - Level 3 West
Red Wolf Den Bldg 1 - Parking Lot N-4C	Red Wolf Den Bldg 2 - Level 1 East
Red Wolf Den Bldg 2 - Level 1 West	Red Wolf Den Bldg 2 - Level 2 East
Red Wolf Den Bldg 2 - Level 2 West	Red Wolf Den Bldg 2 - Level 3 East
Red Wolf Den Bldg 2 - Level 3 West	Red Wolf Den Bldg 2 - Parking Lot N-4B
Red Wolf Den Bldg 3 - Level 1 East	Red Wolf Den Bldg 3 - Level 1 West
Red Wolf Den Bldg 3 - Level 2 East	Red Wolf Den Bldg 3 - Level 2 West
Red Wolf Den Bldg 3 - Level 3 East	Red Wolf Den Bldg 3 - Level 3 West
Red Wolf Den Bldg 3 - Parking Lot N-4A	Red WOLF Rec. Center
ROTC LLC - Parking Lot N-10C	SAC - Parking Lot NE-2A
SAC - Parking Lot NE-2A	Soccer & Tennis - Parking Lot SW-7
University Hall - Dean Street	STEM LLC - Parking Lot N-10C
University Police - Lobby	Village Apts, Ironwood - Parking Lot SE-1E

SHELTER-IN-PLACE

In the unlikely event of an accidental or intentional release of hazardous chemicals or biological agents in the area, the best action may be to shelter in place. The following are guidelines to follow if sheltering in place is advised.

- The University Police Department and local emergency services will use every means available to advise the University Community of imminent dangers.
- Media that may be used by UPD and local emergency services includes email, A-State website (<http://www.astate.edu>), telephone, KASU, local radio and television stations, and the Emergency Alert System.
- Turn off the heating or air conditioning in your area if you have the means to do so. The Facilities Management Department will turn off all main air handlers and exhaust systems.
- Do not use the elevators. Elevators can become stuck when air handlers are turned off.
- Seek shelter on floors above ground level and in the interior part of the building in an area with the least amount of windows and doors.
- After everyone has settled, use material such as plastic and tape to seal doorways.
- Wait for further instructions from the University Police Department or other emergency personnel.
- Use phones only for an emergency. Overuse of phones, including cellular, can overburden the system and delay emergency calls.
- It is highly suggested that all departments invest in a small battery powered radio in case electricity is lost.
- Once the emergency is over you will be instructed to evacuate the building.

