

EMERGENCY PROCEDURES

TENNESSEE TECH UNIVERSITY

ALL EMERGENCIES
CALL 911
UNIVERSITY POLICE: 372-3234

SEVERE WEATHER TORNADO

INDOORS:

- Move quickly to a safe interior area without windows (e.g., hallways, basements, restrooms).
- Move to the lowest level of the building. Tornado shelters are marked.
- If possible, close all doors as you leave an area.
- Stay away from windows, doors, and exterior walls.
- Do NOT go outdoors.

OUTDOORS:

- Get inside if possible.
- Stay away from trees, power lines, utility poles, and other hazards.
- Curl up in a ditch or low-lying area; stay low to the ground; use your arms to protect your head and neck.

FIRE

- Remain calm.
- Activate the nearest fire alarm pull station and call 911.
- Evacuate the building.
- Do NOT use elevators!
- Do NOT enter the building until authorized by emergency personnel.

SUSPICIOUS PERSON

- Do not physically confront the person.
- Do not let anyone into a locked building/office.
- Do not block the person's access to an exit.
- Call 911.
- Provide as much information as possible about the person and their direction of travel.

SUSPICIOUS OBJECT

- Do not touch or disturb the object.
- Do NOT use a cell phone!
- Call 911.
- Notify your instructor or supervisor.
- Be prepared to evacuate.

SHOOTER/INTRUDER/ HOSTAGE SITUATION

- Shelter in place.
- Clear all hallways and stairs.
- Lock all interior doors.
- Turn off all lights.
- Remain calm, quiet and out of sight.
- Await further instructions from authorities.

HAZARDOUS MATERIALS RELEASE

- If an emergency exists or if anyone is in danger, move away from the site of the hazard to a safe location and call 911.
- Follow the instructions of emergency personnel.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed or have information about the release.

EVACUATION

- Remain calm.
- Evacuate using the nearest exit.
- Do NOT use elevators!
- Gather personal belongings (medication, keys, purses, wallets, etc.), but only if safe to do so.
- Follow directions given by emergency personnel.
- Assist persons with disabilities or injuries without jeopardizing your safety.
- If you are unable to evacuate due to a physical disability, go to a safe location (e.g., stairwell) and wait for assistance. Ask others to inform emergency personnel of your location.
- IF THERE IS TIME: Secure any hazardous materials or equipment before leaving.

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