

# ECSU Alert

## Stop. Listen. Communicate.

### EMERGENCY PROCEDURES



#### Emergency Tone

Seek shelter in the nearest building and look for information via text message, cellular phone, ECSU website or other established sources. In some cases, a voice announcement providing brief instructions may accompany the audible tone.

- Remain indoors until further notice.
- Close windows and doors.
- Follow directions.
- Assist others around you.
- Do not call Campus Police or 911.
- The audible tone will signal all clear when the emergency is over.



#### Bomb Threat

- Stay calm.
- Get as much information as possible from the caller (location of the explosive, time the explosive was placed, description of the explosive, etc.).
- Note the time of the call and the caller's characteristics (speech patterns, voice, etc.).
- Call 911 and follow the directions you are given.
- Follow the building evacuation procedure when instructed.



#### Suspicious Person

- Do not let anyone into a locked building or office.
- Do not confront the person.
- Do not block the person's exit.
- Call 911 and provide as much information as possible (description of person, where person was going, etc.).



#### Violent Incident

Consider escaping if you know the location of the assailant and have a safe escape route.

##### If it is safe to escape:

- Move quickly and quietly
- Do not run in a straight line.
- Warn others.
- Call 911.

##### If it is unsafe to escape:

- Seek shelter (building, room, closet, etc.); do not stay in the open.
- Lock and barricade doors; lock windows and close blinds; stay away from windows.
- Turn off lights and audio/video equipment.
- Stay calm and quiet.
- Obey all law enforcement commands.



#### Building Evacuation Procedures

- Follow directions of authorities.
- Take personal items (identification, keys, wallet, medications, cellphone, etc.).
- Do not use elevators.
- Use the nearest exit or an alternative exit if the nearest exit is blocked.
- Assist persons with disabilities.
- Account for others.

\* *Building evacuation is MANDATORY when the fire alarm is activated.*



#### Shelter in Place

You may be safer where you are:

- Stay calm and quiet.
- Turn off audio/video equipment.
- Follow directions of authorities.



#### Fire

- Activate the nearest fire alarm.
- Evacuate the building.
- Call 911.
- Stay out of the building until emergency personnel authorize re-entry.



#### Tornado/Hurricane/Violent Storm

- Seek shelter in nearest building or lowest elevation.
- Close all doors.
- Stay away from windows and doors.
- Crouch on the floor.
- Be alert for fire or other hazards.



For more information, please call  
**Campus Police at 335-3555.**