Evacuation

› If you detect fire, smoke, or other unusual incidents, activate the nearest fire alarm and evacuate the building. Fire alarm pull stations and extinguishers are located throughout buildings and always by stairwells and exits.

› Walk with a purpose - do not run.

› Call DPS or 911 from a blue campus phone or your cell phone.

› Help those who need assistance.

› DO NOT bring anything with you.

› DO NOT use the elevator.

Shelter In-Place

› Go indoors and stay inside until informed it is safe.

› Shut, lock and then stay away from all doors and windows.

› If a security incident, turn off air conditioners, fans, and heaters; barricade doors that don’t lock, and turn off lights.

› Follow instructions from emergency personnel.

Active Shooter

› **RUN**
  If there is an accessible escape path, attempt to evacuate the premises, leaving your belongings behind. Alert others on the way out and do not attempt to move any wounded. Keep your hands visible on exiting the area and follow the instructions of any police officers.

› **HIDE**
  If evacuation is not possible, lock the door and blockade with heavy items, then find a place to hide (out of view and behind something that will protect you if shots are fired). Silence your cell phone or any other source of noise. Remain calm and quiet. Dial 9-1-1, if possible, to alert police of your location. If you cannot speak, leave the line open for dispatcher to listen.

› **FIGHT**
  As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter (throwing items, seize weapons, yell). Commit to your actions and follow through.

Source: DHS and FBI, 2017

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**BUILDING SAFETY PLAN**

Holland Union Building (HUB)

**BUILDING NAME**

28 North College St.

**PHYSICAL BUILDING ADDRESS**

Britton Plaza; ATS lot - Dining Swcs

**EMERGENCY ASSEMBLY AREA (OUTSIDE)**

Lower level

**SHELTER IN PLACE LOCATION (INSIDE)**

INSIDE THIS BUILDING - Upper level Information Desk

**NEAREST AED**

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Severe Weather

**WATCH:** Conditions are favorable for severe weather

**WARNING:** Severe weather is occurring or imminent

› Seek shelter inside a sturdy structure on the lowest level and away from exterior doors and/or windows.

› Close any exterior doors or windows.

› Stay indoors until the threat passes.

› Do not light candles or matches in the event of a power failure - use a flashlight instead.

› Monitor the situation from a television, radio, or weather radio.

Hazardous Materials

If known, inform first responders of any chemicals involved.

› Eye/Skin Exposure: Flood affected area with emergency eyewash or shower and remove contaminated clothing.

› Fire: If safe to do so, shut off any ignition source.

› Emergency Spill: Alert others, isolate the spill area, close doors, and follow evacuation guidelines.

Medical Emergencies

› Call 911.

› If an employee, follow the Injury/Illness Response Matrix.

› Tell the dispatcher:
  • Your location, including building and floor.
  • Name and condition of the individual.

› Remain with the individual until help arrives.

› Have a buddy meet EMS personnel to help direct them to the exact location of the individual.