



EMERGENCY ACTION PLAN

OCTOBER 2024



UNIVERSITY *of* ARKANSAS

FORT SMITH.®

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Purpose

This policy is designed to identify procedures and responsibilities in order to protect the general well being of the University of Arkansas – Fort Smith community and visitors.

Scope

This Emergency Action Plan is a campus-level plan that applies to all University of Arkansas – Fort Smith administrators, faculty, staff, students, and visitors.

The University Police Department is located at 425 N. 51st St. in the 51st Annex. They provide assistance and protection 24 hours a day, seven days a week on a year-round basis. They can be contacted at 479-788-7140.

UAFS Building 911 Addresses

1. 51st Annex – 425 N. 51st St., Fort Smith, AR 72903
2. Advancement Center – 5317 Grand Ave., Fort Smith, AR 72904
3. Baldor Technology Center – 5100 Kinkead Ave., Fort Smith, AR 72903
4. Ballman-Speer Building – 5200 Grand Ave., Fort Smith, AR 72903
5. Boreham Library – 813 N. Waldron Rd., Fort Smith, AR 72903
6. Breedlove Building – 5120 Grand Ave., Fort Smith, AR 72903
7. Business and Industrial Institute/Flanders Business Center – 5020 Grand Ave., Fort Smith, AR 72903
8. Drennen-Scott House – 231 N. 3rd St., Van Buren, AR 72956
9. Echols Building – 504 N. Waldron Rd., Fort Smith, AR 72903
10. Fullerton Administration Building – 5300 Grand Ave., Fort Smith, AR 72903
11. Gardner Building – 5316 Grand Ave., Fort Smith, AR 72903
12. Gym – 5004 Kinkead Ave., Fort Smith, AR 72903
13. Lion’s Den Dining Hall – 601-B N. Waldron Rd., Fort Smith, AR 72903
14. Lion’s Den North – 601-C N. Waldron Rd., Fort Smith, AR 72903
15. Lion’s Den South – 601-A N. Waldron Rd., Fort Smith, AR 72903
16. Math-Science – 720 N. 49th St., Fort Smith, AR 72903
17. Pendergraft Health Sciences Center – 715 N. Waldron Rd., Fort Smith, AR 72903
18. Plant Operations – 500 N. 51st St., Fort Smith, AR 72903
19. RAWC – 525 N. 51st St., Fort Smith, AR 72903
20. Sebastian Commons – 801 N. 49th St., Fort Smith, AR 72903
21. Smith-Pendergraft Campus Center – 800 N. 49th St., Fort Smith, AR 72903
22. Stubblefield Center – 532 N. Waldron Rd., Fort Smith, AR 72903
23. Sustainable Energy House – 1114 N. 52nd St., Fort Smith, AR 72904
24. Vines Building – 5310 Grand Ave., Fort Smith, AR 72903
25. Windgate Art and Design – 535 N. Waldron Rd., Fort Smith, AR 72903

Evacuation Assembly Points

After any evacuation, report to the designated evacuation assembly point for the building you are in. Notify UPD at 479-788-7140 of any person(s) still remaining in the building. Evacuation assembly points are also noted on the [building emergency maps](#) of Appendix A and are posted at the entrances/exits of every building.

1. [51st Annex](#) - Lot E northwest of the building
2. [Advancement Center](#) - Lot A north of the building
3. [Baldor Technology Center](#) - Lot F by Windgate Art and Design
4. [Ballman-Speer Building](#) - North Lawn
5. [Boreham Library](#) - Campus Green
6. [Breedlove Building](#) - Campus Green
7. [Business and Industrial Institute/Flanders Business Center](#) - North Lawn
8. [Drennen-Scott House](#) - Southeast Parking Lot
9. [Echols](#) - Southwest Lawn
10. [Fullerton Administration Building](#) - Campus Green
11. [Gardner Building](#) - North Lawn
12. [Gym](#) - Campus Green
13. [Lion's Den Dining Hall](#) - Campus Green
14. [Lion's Den North](#) - Campus Green
15. [Lion's Den South](#) - Campus Green
16. [Math-Science](#) - Campus Green
17. [Pendergraft Health Sciences Center](#) - Campus Green
18. [Plant Operations](#) - Lot Q north of the building
19. [RAWC](#) - Lot E south of the building
20. [Sebastian Commons](#) - Between Smith-Pendergraft Campus Center and Math-Science
21. [Smith-Pendergraft Campus Center](#) - Campus Green
22. [Stubblefield Center](#) - East side next to Crowder Field
23. [Sustainable Energy House](#) - Lot B south of the building
24. [Vines Building](#) - North Lawn
25. [Windgate Art and Design](#) - Lot F south of the building



MEDICAL OR PSYCHOLOGICAL EMERGENCY

- For any severe accident or incident, IMMEDIATELY GET ASSISTANCE. Call 911 to request assistance from emergency medical services (EMS).
- After placing the call to 911, notify UPD at 479788-7140.
- Be prepared to provide the following information the nature (type of injury and number of people involved) and location (building and specific room number) of the emergency. Calling from a university telephone automatically displays the building 911 address to the 911 dispatcher.)
- If possible, stay on the phone until released by the 911 or UPD dispatcher.



FIRE

- In case of fire, call 911 to alert the fire department.
- After placing the call to 911, notify UPD at 479-788-7140.
- Know the locations of fire exits in the building. Know the locations of fire extinguishers and alarm systems and how to use each. These locations are marked on the [building emergency maps](#).
- If the fire is in the beginning stage (small flame), immediately contact the Fort Smith Fire Department by dialing 911 and then call UPD. Promptly locate a fire extinguisher and direct the charge toward the base of the flame. If others are with you, have one person make the emergency call while another uses the fire extinguisher. Do not attempt to extinguish fires beyond the incipient stage (small or beginning).
- To use a fire extinguisher on a fire, follow the procedure of **PASS**: Pull, Aim, Squeeze, Sweep.
- For large fires, evacuate all rooms and, if possible, close all doors to confine the fire and reduce oxygen. Do not lock the doors. Do not jeopardize your safety or put yourself in harm's way.
- When the building evacuation alarm is sounded, be sure to follow the proper evacuation procedures.
 - Move quickly to the nearest marked exit, exit the building, and alert others to do the same.
 - Assist the disabled in exiting the building. Elevators should not be used in case of fire. Use an EvacChair if one is available.
 - Once outside, move to a clear area at least 500 feet away from the affected building(s). Report to the [evacuation assembly point](#) for the building. These are listed on the [building emergency maps](#) and at the entrances/exits of every building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
 - Assist emergency crews as requested. An emergency operations center may be set up near the emergency site. Stay clear of this area unless you have official business there.
 - Do not return to the building until the "all clear" notice is given by UPD.
- If there is a fire, utilize the following recommendations.
 - Stay low to the floor and exit the building as quickly as possible.
 - Do not use elevators.
 - Cover your nose and mouth with a wet cloth or handkerchief.
 - When approaching a closed door, use the back of your hand to feel the lower, middle and upper parts of the door. (Never use the palm of your hand or fingers to test for heat.)
 - Do not touch the handle with your bare hand. Use a shirt or other piece of clothing to turn the handle.
 - If the door is not hot, open it slowly and ensure the fire and/or smoke is not blocking your escape route before continuing. Be prepared to crawl as smoke, poisonous gases, and heat rise.
 - If the door is hot, do not open it. Try to escape through a window. If you are on a high floor, hang a white or light-colored cloth or rag in the window to alert emergency responders of your location.
- If you become trapped in a building during a fire and have a cell phone, call 911. Try to make it to a room with a window to the outside. Give as much information to the dispatcher about your location as you can. Wave a light-colored cloth in the window to attract attention. **A window should only be broken if there is absolutely no other alternative to preserve life.** If the window can be opened, it should only be opened if the interior door to the room is sealed with wet towels, as to not create a draft. It should not be opened for extended periods, as doing so would fill the room with smoke. It may be opened periodically to try and attract attention by yelling for help and/or to let smoke out and fresh air in. If the room fills with smoke, crawl low under the smoke to breathe cleaner air.



CRIMINAL BEHAVIOR

- If you are a victim of or witness to any on-campus offense or if you observe a suspicious person on campus or a person with a weapon, promptly notify 911 or UPD at 479-788-7140.
- Do not put yourself in harm's way.
- Be prepared to provide the nature and location of the incident and a description of the person(s) and property involved.
- Be prepared to assist officers when they arrive by supplying them with additional information as requested.



SUSPICIOUS ACTIVITY

Suspicious activity should be reported to UPD at 479-788-7140.

- Report any attempts to test or conduct reconnaissance of security operations at critical infrastructure/key resource facilities, high profile venues, or sector-specific events.
- Report any persons showing an uncommon interest in security measures or personnel, entry points or access controls, or perimeter barriers such as fences or walls.
- Report any persons showing uncommon interest in photographing or videotaping critical infrastructure/key resource facilities, networks, or systems.
- Report any theft of or missing official university identification documents, keys, uniforms, credentials, or vehicles necessary for accessing critical infrastructure/key resource facilities or sector-specific events.
- Report all suspicious attempts to recruit employees or persons knowledgeable about key personnel or critical infrastructure/key resource facilities, networks, or systems.
- Report any theft, purchase, or suspicious means of obtaining plans, blueprints, alarm system schematics, or similar physical security-related or sensitive information related to a facility with critical infrastructure or key resource facilities and systems.
- Report any discovery of documents containing pictures or drawings of critical infrastructure/key resource facilities or systems.
- Report any persons near critical infrastructure/key resource facilities who do not fit the surrounding environment such as individuals wearing improper attire for conditions or those not normally in the area such as homeless persons, street vendors, demonstrators, or street sweepers. Valid personnel will have UAFS identification.
- Report the use of drones to UPD at 479-788-7140.



UTILITY FAILURE OR EMERGENCY

- In the event of a major utility failure or if there is potential danger to building occupants, notify Plant Operations immediately at 479-788-7171 or UPD at 479-788-7140.
- Follow the standard evacuation procedures if a building emergency exists.
 - Move quickly to the nearest marked exit, exit the building, and alert others to do the same.
 - Assist the disabled in exiting the building. Elevators are reserved for disabled persons to use, except in the case of fire.
 - Once outside, move to a clear area at least 500 feet away from the affected building(s). Evacuation assembly points are listed on the [building emergency maps](#). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
 - Assist emergency crews as requested. An emergency operations center may be set up near the emergency site. Stay clear of this area unless you have official business there.
 - Do not return to the building until the “all clear” notice is given by UPD.
- Always observe the following procedures if utility emergencies arise.
 - **Electrical/Light Failure** – Campus buildings may not provide sufficient illumination in corridors and stairs for safe exiting. Notify Plant Operations at 479-788-7171. If there is no answer or it is after 5 P.M., notify UPD at 479-788-7140.
 - **Elevator Failure** – If you are trapped in an elevator, use the emergency phone to notify UPD at 479-788-7140. If the elevator does not have an emergency phone, turn on the emergency alarm located on the front panel to signal for assistance.
 - **Natural Gas Leak** – Cease all operations. Do not switch on lights or any electrical equipment. Evacuate the building. Evacuation assembly points are listed on the [building emergency maps](#). Notify Plant Operations at 479-788-7171. If no one answers or it is after 5 P.M., notify UPD at 479-788-7140.
 - **Plumbing Failure/Flooding** – Cease using all electrical equipment and vacate the area. Notify Plant Operations at 479-788-7171. If no one answers or it is after 5 P.M., notify UPD at 479-788-7140.
 - **Ventilation Issue** – If smoke or other noxious odors are emitting from the ventilation system, cease all operations and vacate the area. Immediately call 911 and then UPD at 479-788-7140.



NATURAL DISASTER – TORNADO

TORNADO WATCH

Definition: Prevailing conditions could produce a tornado.

- Review actions to take should the situation change to a “Tornado Warning” or if a funnel cloud is sighted.
- Ensure no physical restrictions exist that would prevent free movement to your nearest best available shelter. Clear any blocked doors, aisles, etc.
- Do not phone UPD or the campus operator for information. Keep the phone lines clear for emergency messages.

TORNADO WARNING

Definition: Either a visual or radar sighting of a tornado in or threatening our area.

- UPD will contact the chancellor or their designee.
- Chancellor or designee will notify cabinet members.
- Cabinet members will notify persons within their departments to begin evacuating to the suggested shelter locations.
- Lions Alert will also be activated by appropriate personnel to ensure campus-wide notification.
- UPD will drive through campus and Sebastian Commons sounding the siren of the police vehicle to attract attention and direct persons to designated shelters.
- If the event occurs during the evening, night, or weekend hours, UPD will contact the Sebastian Commons staff member on duty to notify the resident assistants to evacuate the residents to the best available shelter areas. UPD will ensure shelter locations on campus are open.
- Take cover. Proceed to the nearest best available shelter. Do not use elevators. Stay away from windows and other glass. Avoid auditoriums and gymnasiums with large, poorly supported roofs.
- In multi-story buildings, move to the basement or ground level. Inner hallways are usually the safest areas.
- If you are in a frame or sheet metal building and weather conditions permit, move to a brick or stone building for added protection.
- Do not phone UPD or the campus operator for information. Keep the phone lines clear for emergency messages.
- If you cannot reach one of the best available shelter areas, go to the nearest building. Find an area away from windows, preferably one in the interior portion of the building, and use overhead cover (heavy desk, work table, or counter). **Remain there until emergency personnel declare the situation safe.**
- If you are caught outside away from any shelter, utilize the following suggestions.
 - Try to locate a depression in the ground, ditch, culvert, or other low area.
 - Cover your head and lie flat facing the ground.
 - If staying in your vehicle is the only option, stop, stay strapped in, and duck below the windows.
 - Before leaving your shelter area, wait until authorized personnel have declared the situation safe.

SUGGESTED SHELTER LOCATIONS

All First-Floor Areas

(Maps are posted at all entrances/exits and stairwells in all buildings.)

1. 51st Annex – Interior hallways without glass
2. Advancement Center – Interior hallways and rooms without glass
3. Baldor Technology Center – First-floor interior rooms and hallways without glass
4. Ballman-Speer Building – Interior rooms and hallways without glass
5. Boreham Library – Restrooms and interior rooms without windows
6. Breedlove Building – First-floor interior rooms and hallways without glass
7. Business and Industrial Institute/Flanders Business Center – Interior hallways and restrooms
8. Drenne-Scott House - Interior rooms without glass
9. Echols - Interior hallways and rooms without glass
10. Fullerton Administration Building – North wall restrooms and interior rooms without glass
11. Gardner Building – First-floor north hallway, restrooms, and interior rooms without glass
12. Gym – First-floor interior hallways and rooms without glass
13. Lion's Den Dining Hall – Lion's Den North or South buildings
14. Lion's Den North – First-floor interior hallways
15. Lion's Den South – First-floor interior hallways
16. Math-Science – First-floor interior rooms and hallways without glass
17. Pendergraft Health Sciences Center – First-floor restrooms and interior rooms without glass
18. Plant Operations – Interior restrooms and hallways without glass
19. RAWC – Locker rooms on the west wall
20. Sebastian Commons (emergency only, no time to evacuate) – Hallways of each unit, bathrooms
21. Smith-Pendergraft Campus Center – First-floor interior rooms without glass
22. Stubblefield Center – First-floor interior hallways and areas without glass
23. Sustainable Energy House – Interior rooms on lower level
24. Vines Building – Interior hallways and rooms without glass
25. Windgate Art and Design – Restrooms and interior rooms without glass



NATURAL DISASTER – WINTER STORMS

A winter storm watch means severe winter weather is possible. A winter storm warning means severe weather is expected. A traveler's advisory means that conditions may make driving difficult or dangerous.

- UAFS will remain open during severe winter storms. however, occasions may occur when weather-related conditions necessitate that the university announce a delayed arrival time, an early dismissal time, or remain open for essential personnel only.
 - Campus closing decision must be made no later than 11 P.M. the night before for day classes (those classes starting between 6 A.M. and 3:30 P.M.) and no later than 2 P.M. for evening classes (those classes starting 3:45 P.M. or later).
- Employees and commuting students must use their best judgment in determining their personal safety when traveling between home and campus.
 - An employee who arrives to work within two hours of their scheduled start time will be given credit for a full day's attendance.
 - An employee who is unable to get to work because of weather-related conditions even though the university is open may use annual leave, make up the time missed, or take the day without pay.
 - If classes have not been canceled, commuting students who feel it is unsafe to travel to campus must clear their absence or make up work with the instructors whose classes will be missed.
- Lion's Alert, the university web site, local radio stations, and television stations make regular announcements of any closure or work schedule changes due to weather or emergency conditions. Verify your contact information on Lion's Alert by clicking on the Lion's Alert tab in My.UAFS.
- During off-duty hours (9 P.M. to 6 A.M.), delayed openings or closing of the campus will be transmitted through news media, Lions Alert, and the university web site.



NATURAL DISASTER – EARTHQUAKE

- If indoors, seek refuge in a doorway or under a desk or table.
- Stay away from glass windows, shelves, and heavy equipment.
- If outdoors, move quickly away from buildings, utility poles, and other structures. **NOTE:** Always avoid power or utility lines as they may be energized.
- Know your evacuation assembly point and proceed there as soon as it is safe to do so. These are noted on the [building emergency maps](#) located at the entrances/exits of every building.
- If you are in an automobile, stop in the safest place possible, preferably away from power lines, trees, overpasses, and bridges. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
- After the initial shock, evaluate the situation. If emergency help is necessary, call emergency services at 911. Do not panic, but protect yourself at all times and be prepared for aftershocks.
- Report damaged facilities to Plant Operations at 479-788-7171. If no one answers or it is after 5 p.m., contact UPD at 479-788-7140. **NOTE:** Gas leaks and power failures create special hazards.
- If an emergency exists, activate the building alarm and report the emergency by phone to 911. After placing the call to 911, contact UPD at 479-788-7140.
- When the building evacuation alarm is sounded, be sure to follow the proper evacuation procedures.
 - Move quickly to the nearest marked exit, exit the building, and alert others to do the same.
 - Assist the disabled in exiting the building. Elevators should not be used in case of earthquake. Use an EvacChair if one is available.
 - Once outside, move to a clear area at least 500 feet away from the affected building(s). Evacuation assembly points are noted on the [building emergency maps](#). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
 - Assist emergency crews as requested. An emergency operations center may be set up near the emergency site. Stay clear of this area unless you have official business there.
 - Do not return to the building until the “all clear” notice is given by UPD personnel.



CHEMICAL OR RADIATION SPILL

- Report immediately any spill or leak of a hazardous chemical or radioactive material to 911.
- After placing the call to 911, notify UPD at 479-788-7140. Be prepared to provide the specific nature of the material involved and the exact location of the spill (building and specific room number).
- Move away from the spill and help keep others away from the material. Do not walk into or touch any of the spilled substance (this includes attempting to smell the substance for identification purposes). Try not to inhale gases, fumes, or smoke.
- Those who may be contaminated by the spill should avoid contact with others, remain in the vicinity, and provide necessary information to UPD. Specialized or trained authorities will conduct first aid and clean-up procedures as necessary.
- The key person (possibly the person reporting the spill or a staff/faculty member) at the spill site should evacuate the affected area. This person should also seal off the area to prevent further contamination until the arrival of UPD and personnel from the Department of Environmental Health and Safety.
- If a building emergency exists, activate the building alarm and report the emergency by phone to 911. After placing the call to 911, call the UPD at 479-788-7140.
- When the building evacuation alarm is sounded, be sure to follow the proper evacuation procedures.
 - Move quickly to the nearest marked exit, exit the building, and alert others to do the same.
 - Assist the disabled in exiting the building. Elevators are reserved for disabled persons to use except in the case of fire.
 - Once outside, move to a clear area at least 500 feet away from the affected building(s). Evacuation assembly points are noted on the [building emergency maps](#). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
 - Assist emergency crews as requested. An emergency operations center may be set up near the emergency site. Stay clear of this area unless you have official business there.
 - Do not return to the building until the “all clear” notice is given by UPD personnel.

NOTE: After any evacuation, report to the designated evacuation assembly point and notify UPD of any person(s) still remaining in the building. Evacuation assembly points are noted on the campus [building emergency maps](#).



BOMB THREAT

IMPORTANT: Do not touch any suspicious object or potential bomb!

- If you receive a threat by telephone, remain calm and attempt to obtain as much information as possible from the caller. Use the [Bomb Threat Call Checklist](#) as a guide.
- If possible, use the following checklist to capture the actual message and any other background information. The ideal situation is to record the conversation, if at all possible.
- Immediately call 911 and then notify UPD at 479-788-7140. Be prepared to give your name, your exact location (building and room number), your telephone number, the exact words of the threat, time you received the call, and any information regarding the location and time of the threat.
- If you receive a bomb threat by any other means than the telephone, call UPD directly at 479-788-7140. Examples of this type of threat include email, letter, a third-party threat, etc.
- Do not evacuate the building and do not sound the alarm. Wait for further instructions from law enforcement personnel.
- If you spot something out of the ordinary that appears suspicious, you should report it to UPD at 479-788-7140. Do not touch, tamper with, or move suspicious objects or confront persons acting suspiciously.
- Cease the use of all wireless transmission equipment (cellular phones, laptop computers, 2- way radios, tablets).
- If the building is evacuated, move as far from the building as possible at a minimum of 500 feet from the building. Evacuation assembly points are noted on the [building emergency maps](#). Keep the street, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- Do not return to the building until the “all clear” notice is given by UPD personnel.
- In some cases, it will be necessary for law enforcement personnel to enlist persons from the affected building to assist in the identification of suspicious packages. Please assist emergency personnel as requested.

BOMB THREAT CALL CHECKLIST

Exact time of call: _____

Telephone number that the call came in on: _____

Exact words of the caller: _____

QUESTIONS TO ASK:

1. When is the bomb going to detonate?
2. Where is the bomb located?
3. What kind of bomb is it?
4. What does the bomb look like?
5. Why did you place the bomb at UAFS?
6. What will cause the bomb to detonate?
7. Where are you calling from?
8. What is your address?
9. What is your name?

CALLER'S VOICE (circle all that apply):

Male	Female	Calm	Distinguished	Nasal	Stutter
Slow (hard to put words together)			Angry	Broken	Giggling
Deep	Crying	Sincere	Rapid	Stressed	Slurred/Intoxicated
Normal	Accent	Excited	Loud		

If accent, type or national origin: _____

Is the voice familiar to you? who does it sound like? _____

Any background noise and what were they? _____

Name of person receiving the call: _____

Date of the call: _____

CALL 911 and THEN THE UPD IMMEDIATELY at 479-788-7140.



SUSPICIOUS PARCELS AND LETTERS

- Be wary of suspicious packages and letters.
- Be suspicious of letters or packages exhibiting a combination of the following characteristics:
 - no return address or one that is illegible or incorrect
 - excessive postage
 - postmark that does not match the return address
 - hand-written or poorly typed addresses
 - misspelling of common words
 - restrictive markings such as “confidential” or “personal”
 - unusual weight, odd shape, or indication of a substance inside the envelope
 - heavily taped exterior of the package or envelope
 - addressed to someone no longer with the organization or otherwise outdated
 - appearance that is stained or has a strange odor
- Do not open any letter or package that appears suspicious.
- Students, faculty, or staff who receive suspicious mail should contact UPD at 479-788-7140.
- If the contents of a letter or package cause concern after opening, call UPD at 479-788-7140 and utilize the following suggestions.
 - Leave the letter or package where it is or gently place it on the nearest flat surface.
 - Do not attempt to investigate the contents and do not allow unqualified personnel to handle the contents or packaging.
 - Wash your hands with soap and water or sanitizing gel if available.
 - Follow any other instructions given to you by UPD.



EXPLOSION

- Leave the building as soon as possible and activate the closest fire alarm.
- Do not stop to retrieve personal possessions or make phone calls.
- If objects are falling around you, get under a sturdy desk or table until the objects stop falling. Leave quickly, but watch out for weakened floors or stairs and more falling debris.
- If there is a fire, utilize the following recommendations.
 - Stay low to the floor and exit the building as quickly as possible.
 - Do not use elevators.
 - Cover your nose and mouth with a wet cloth or handkerchief.
 - When approaching a closed door, use the back of your hand to feel the lower, middle, and upper parts of the door. (Never use the palm of your hand or fingers to test for heat.)
 - Do not touch the handle with your bare hand. Use a shirt or other piece of clothing to turn the handle.
 - If the door is not hot, open it slowly and ensure the fire and/or smoke is not blocking your escape route before continuing. Be prepared to crawl as smoke, poisonous gases, and heat rise.
 - If the door is hot, do not open it. Try to escape through a window. If you are on a high floor, hang a white or light-colored cloth or rag outside of the window to alert emergency responders of your location.
- If you are trapped in debris, utilize the following recommendations.
 - Do not light a match.
 - Do not move about or kick up dust.
 - Cover your mouth with a handkerchief or clothing.
 - Rhythmically tap on a pipe or wall so emergency personnel can hear where you are.
 - Use a whistle if one is available.
 - Shout only as a last resort when you hear sounds and think someone will hear you. Shouting can cause the inhalation of dangerous amounts of dust.



RESPONSE TO AN ACTIVE SHOOTER/HOSTILE INTRUDER

DEFINITION: One or more subjects who participate in a random or systematic shooting spree or any other demonstration of their intent to continuously harm others.

Remain calm and remember the **Run, Hide, Fight** principles.

1. **RUN** and escape if possible.
 - Getting away from the shooter is the top priority.
 - Leave your belongings behind and get away.
 - Help others escape, if possible, but evacuate regardless of whether others agree to follow.
 - Warn and prevent individuals from entering an area where the active shooter may be.
 - When you are safe, call 911 and describe shooter, location, and weapons.

2. **HIDE** if escape is not possible.
 - Get out of the shooter's view and stay very quiet.
 - Silence all electronic devices and make sure they won't vibrate.
 - Lock and block doors, close blinds, and turn off lights.
 - Don't hide in groups. Spread out along walls or hide separately to make it more difficult for the shooter.
 - Try to communicate with police silently. Use text message or social media to tag your location, or put a sign in the window.
 - Stay in place until law enforcement gives you the all clear.
 - Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

3. **FIGHT** as an absolute last resort.
 - Commit to your actions and act as aggressively as possible against the shooter.
 - Recruit others to ambush the shooter with makeshift weapons such as chairs, fire extinguishers, scissors, books, etc.
 - Be prepared to cause severe or lethal injury to the shooter.
 - Throw items and improvise weapons to distract and disarm the shooter.

After the incident:

- Keep hands visible and empty.
- Know that law enforcement's first task is to end the incident may have to pass injured along the way. Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation.
- Officers will shout commands and may push individuals to the ground for their safety. Follow law enforcement's instructions and evacuate in the direction they come from unless instructed otherwise.
- Take care of yourself first, and then you may be able to help the wounded before first responders arrive.
- If the injured are in immediate danger, help get them to safety.
- Provide first aid while you wait for first responders to arrive. Apply direct pressure to wounded areas and use tourniquets if you have been trained to do so.
- Turn wounded people onto their sides if they are unconscious and keep them warm.
- Consider seeking professional help for you and your family to cope with the long-term effects of the trauma.

WHAT TO EXPECT FROM RESPONDING OFFICERS

- The first responding officers may be UPD or officers from other agencies.
- These officers may be dressed in different uniforms or civilian clothes and wearing an external bulletproof vest. Some officers may be dressed in Kevlar helmets and other tactical equipment.
- The officers may be armed with rifles, shotguns, or handguns and may use pepper spray or tear gas to control the situation.
- Do your best to remain calm and do exactly what officers tell you to do.
- Put down any bags, objects, or packages that you are carrying and keep your hands visible at all times.
- Provide officers with any details you may have regarding the identity or location of the subject(s).
- The first officers on the scene will not stop to aid the injured. Rescue teams will follow to provide medical assistance to any victims.
- Remember that once you have escaped to a safer location, the entire area is still a crime scene. You will have to remain at whatever assembly point authorities have designated, until you have been released.



HOSTAGE SITUATION

- If you are taken hostage, be patient. Time is on your side. Avoid drastic action.
- The initial 45 minutes are the most dangerous.
- **Follow instructions, be alert, and stay alive.**
- The captor may be emotionally disturbed. Do not make mistakes that could jeopardize your well being.
- Do not speak unless spoken to and then only when necessary. Do not talk down to the captor who may be in an agitated state.
- Avoid appearing hostile. Maintain eye contact with the captor when possible, but do not stare.
- Try to stay calm.
- Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- **Be observant.** You may be released or escape. The personal safety of others may depend on your memory.



CIVIL DISTURBANCE

- Do not attempt to intervene or confront any individuals involved in the disturbance.
- Immediately call 911 and relay the following information:
 - location of incident [Building 911 Addresses](#)
 - number of people involved in the disturbance
 - what group(s)/cause(s) the individuals are associated with (if known)
 - if the individuals are violent and/or threatening anyone
 - if any weapons involved and if so, what type(s)
- Follow the directions of emergency services personnel.
- Do not evacuate the building unless directed to do so by emergency services personnel.

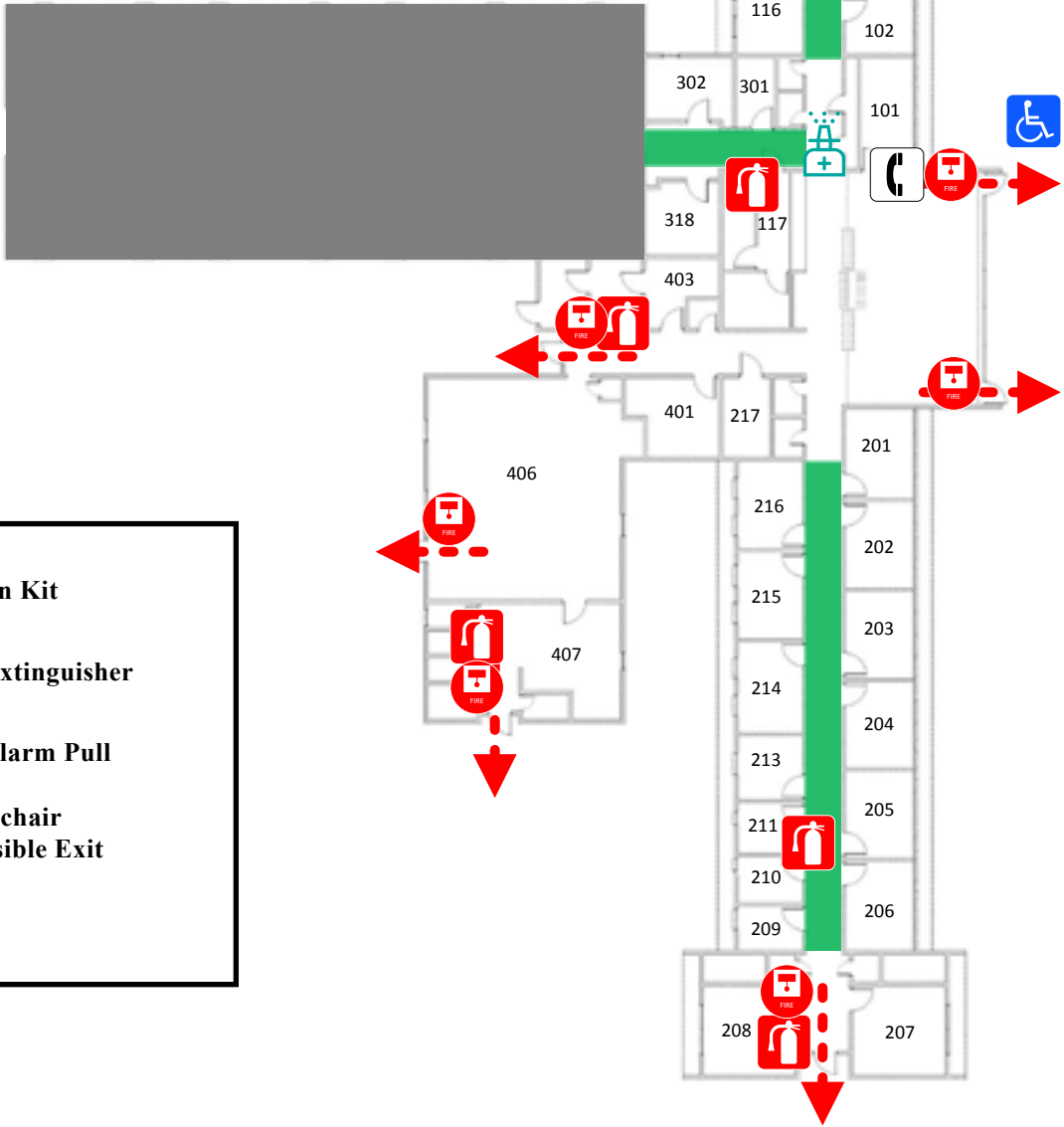
Appendix A






Building Emergency Maps

1. [51st Annex](#)
2. [Advancement Center](#)
3. [Baldor Technology Center](#)
4. [Ballman-Speer Building](#)
5. [Boreham Library](#)
6. [Breedlove Building](#)
7. [Business and Industrial Institute/Flanders Business Center](#)
8. [Drennen-Scott House](#)
9. [Echols](#)
10. [Fullerton Administration Building](#)
11. [Gardner Building](#)
12. [Gym](#)
13. [Lion's Den Dining Hall](#)
14. [Lion's Den North](#)
15. [Lion's Den South](#)
16. [Math-Science](#)
17. [Pendergraft Health Sciences Center](#)
18. [Plant Operations](#)
19. [RAWC](#)
20. [Sebastian Commons](#)
21. [Smith-Pendergraft Campus Center](#)
22. [Stubblefield Center](#)
23. [Sustainable Energy House](#)
24. [Vines Building](#)
25. [Windgate Art and Design](#)

**Best Available Storm Shelter:
Interior Hallways without Glass**

**Evacuation Assembly Point:
Lot E, Northwest of the Building**

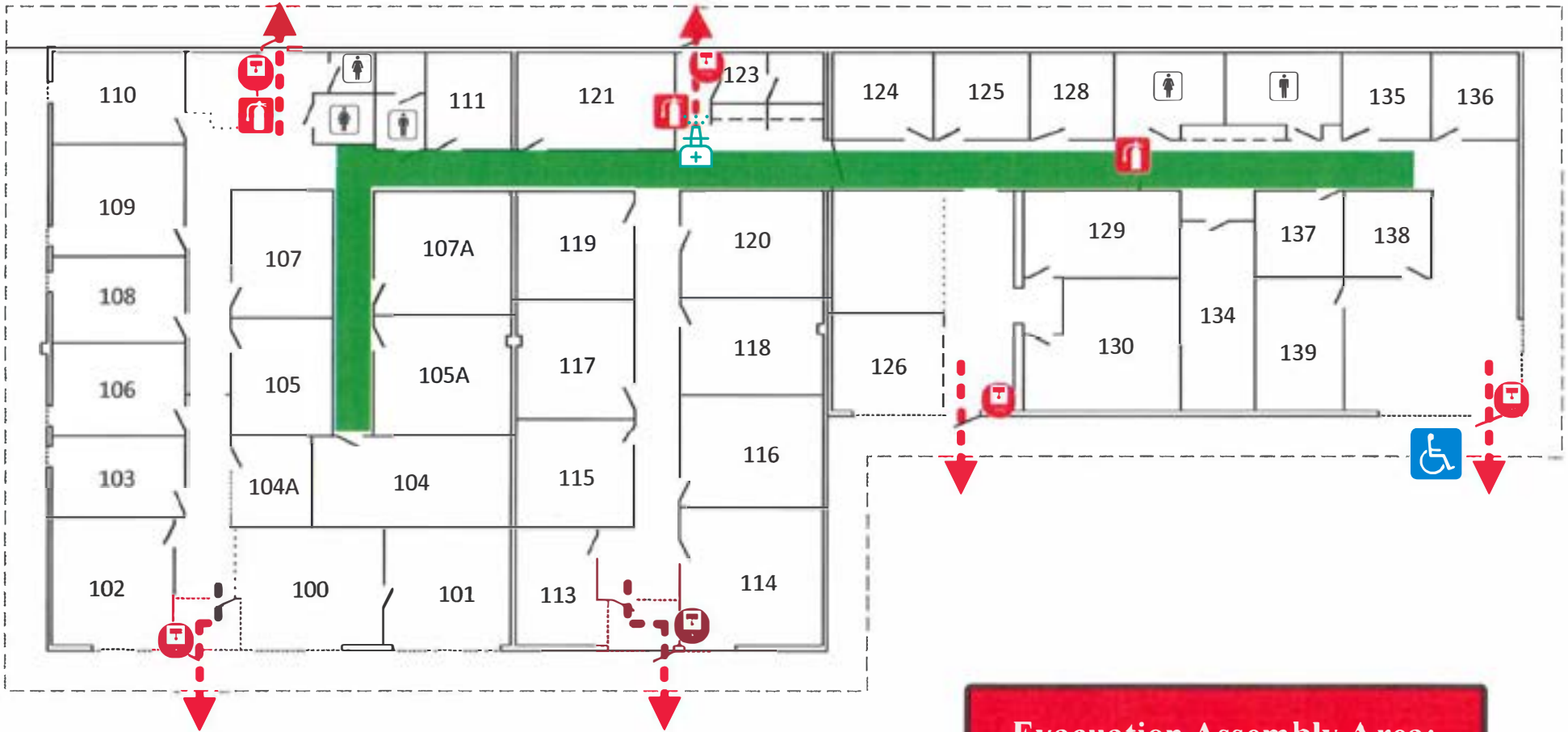


-  Narcan Kit
-  Fire Extinguisher
-  Fire Alarm Pull
-  Wheelchair Accessible Exit
-  Phone

**Emergency Information
51st Annex**



16.01.17 LC



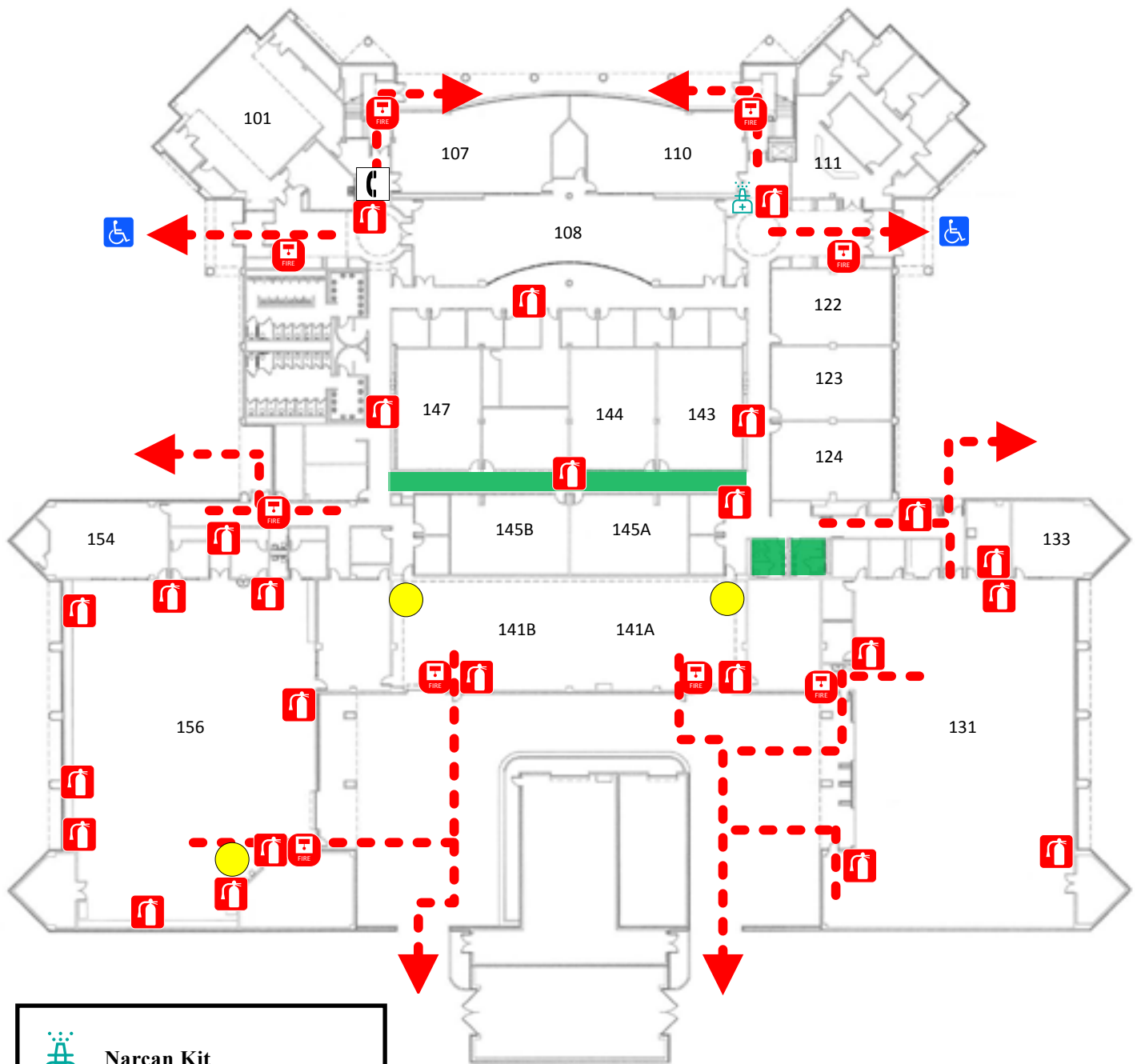
	Fire Extinguisher		Fire Alarm Pull
	Narcan Kit		Wheelchair Accessible Exit




**Evacuation Assembly Area:
Lot A, North of the Building**

**Best Available Storm Shelter:
Interior Hallways and Rooms
Without Glass**

**Emergency Information
Business Center**





	Narcain Kit
	Fire Extinguisher
	Fire Alarm Pull
	Wheelchair Accessible Exit
	Phone
	Eyewash/Safety Shower

**Best Available Storm Shelter:
First Floor Interior Rooms and
Hallways without Glass**

**Evacuation Assembly Point:
Lot F by Windgate Art & Design**

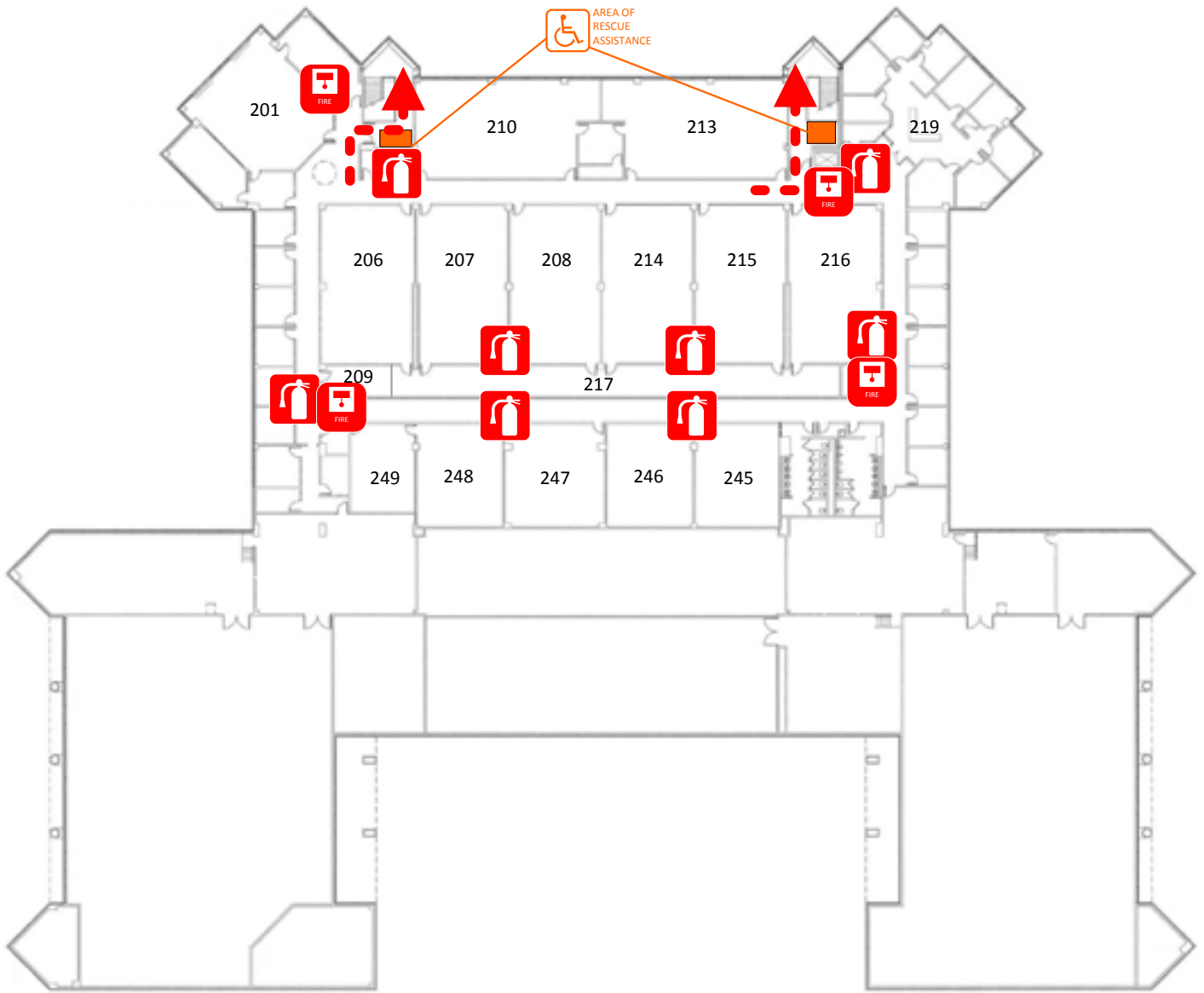
**Area of Rescue Assistance Located
in 2nd Floor Stairwells**






in 2nd Floor Stairwells

Emergency Information Baldor Building 1st Floor





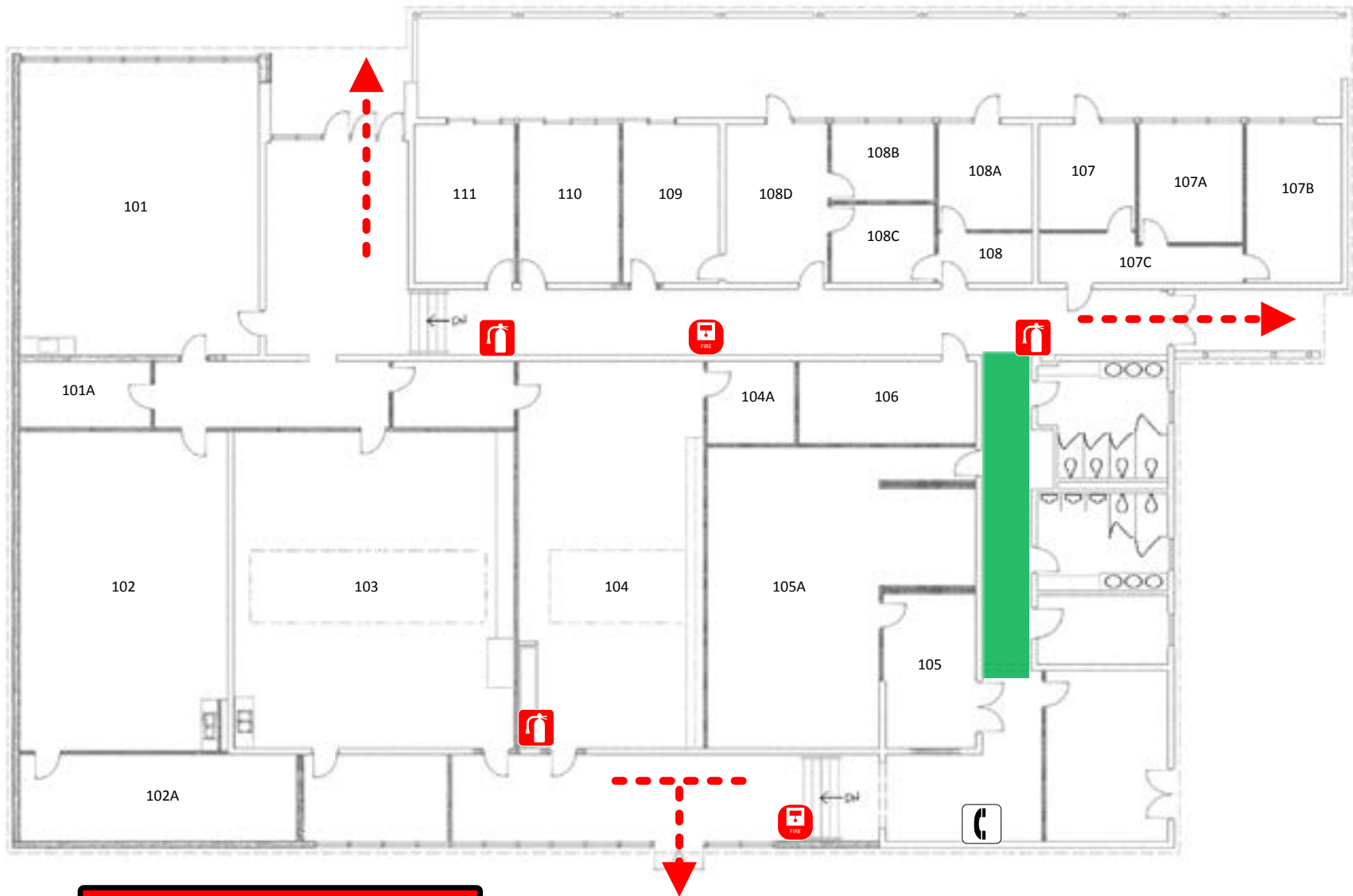
	Fire Extinguisher
	Fire Alarm Pull
	Area of Rescue Assistance

**Best Available Storm Shelter:
First Floor Only**

**Evacuation Assembly Point:
Lot F by Windgate Art & Design**


**Emergency Information
Baldor Building 2nd Floor**




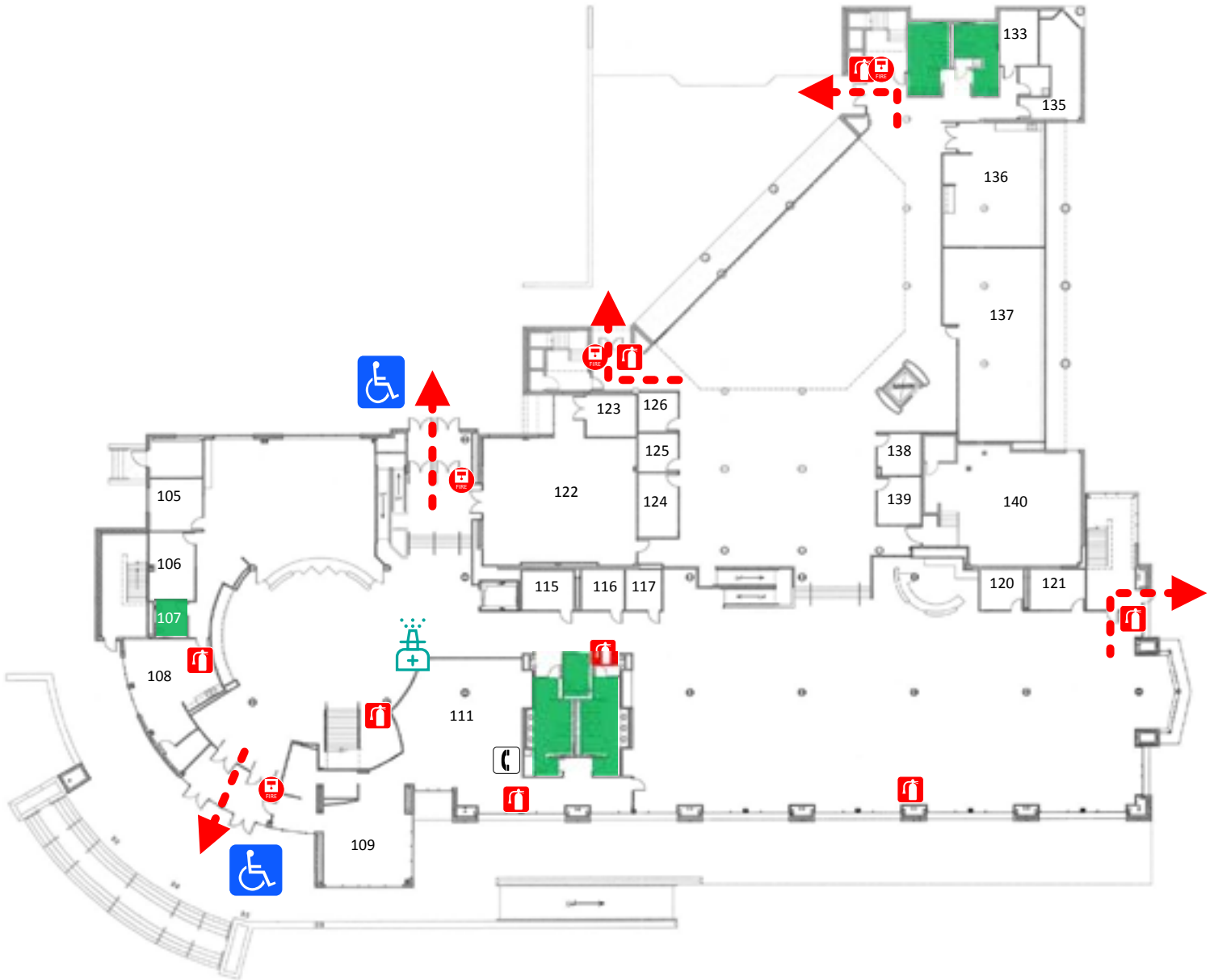


**Evacuation Assembly Area:
North Lawn**

**Best Available Storm Shelter:
Interior Rooms and Hallways
without Glass**

	Fire Extinguisher		Fire Alarm Pull
	Phone		

**Emergency Information
Ballman-Speer Building** 



	Narcan Kit
	Fire Extinguisher
	Fire Alarm Pull
	Wheelchair Accessible Exit
	Phone

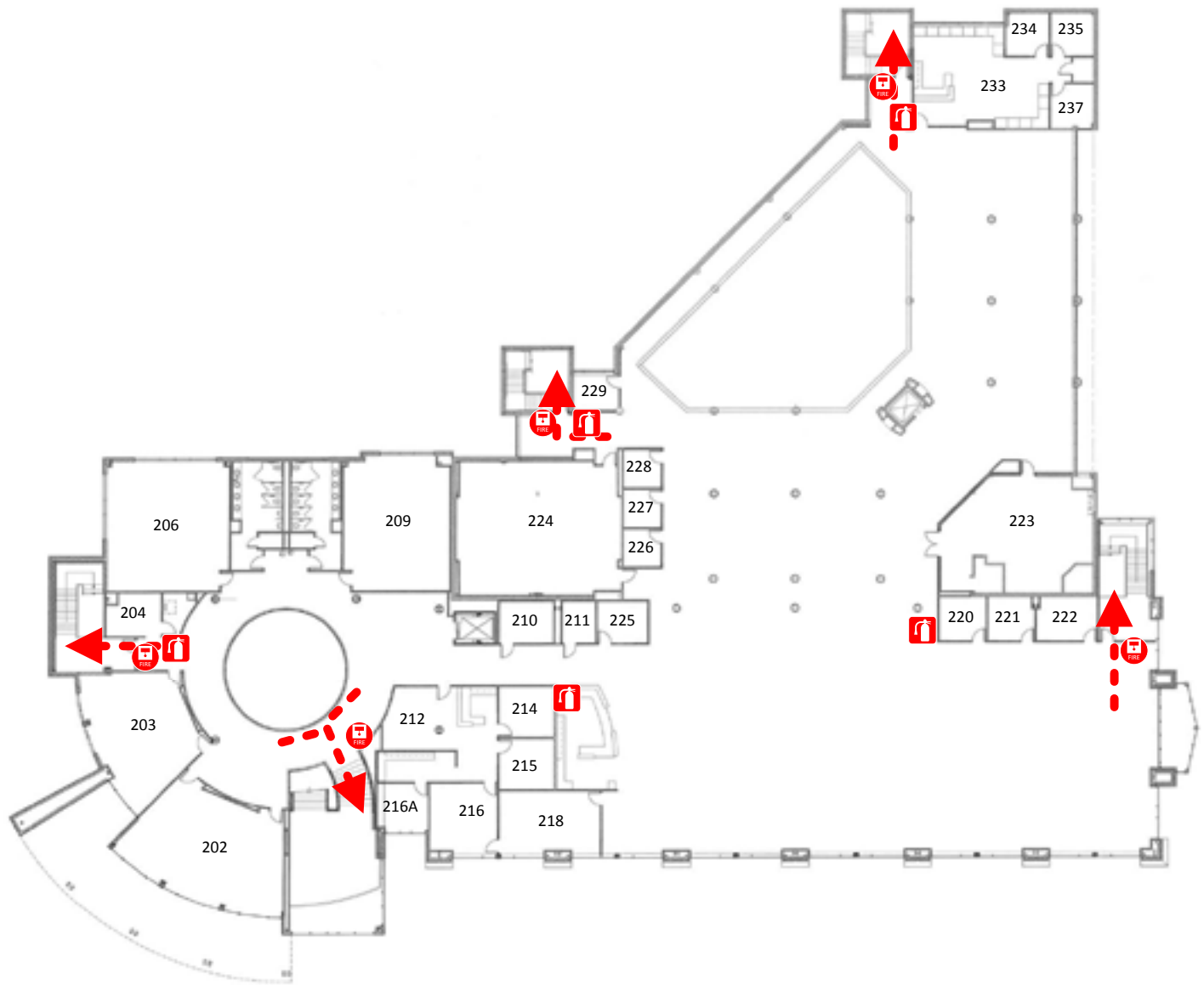
**Best Available Storm Shelter:
Restrooms and Interior Rooms
without Windows**



**Evacuation Assembly Point:
Campus Green**

**Emergency Information
Boreham Library
1st Floor**



16.01.17 LC



	Fire Extinguisher
	Fire Alarm Pull

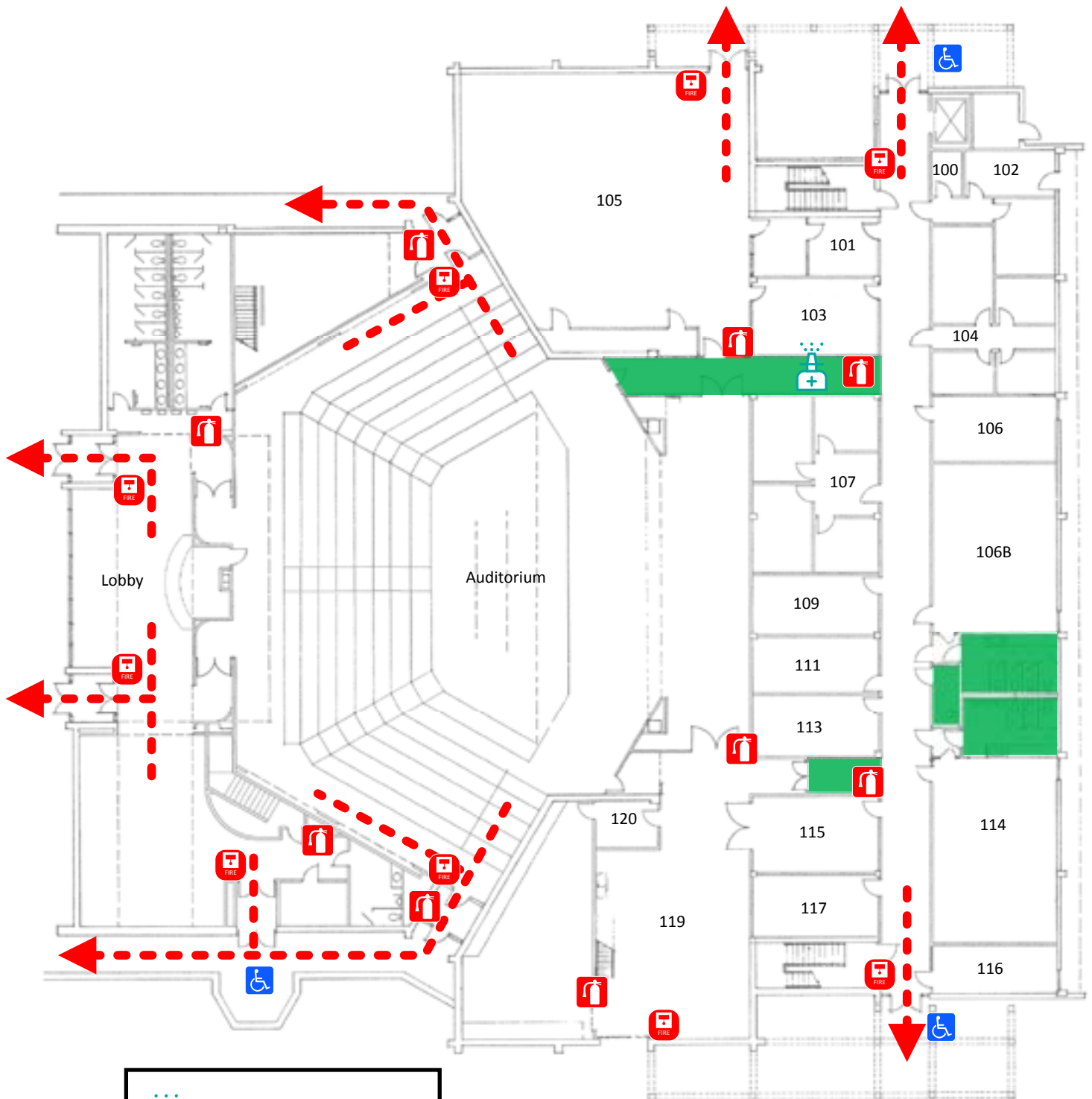
**Best Available Storm Shelter:
First Floor Only**





**Evacuation Assembly Point:
Campus Green**

**Emergency Information
Boreham Library
2nd Floor**



16.01.17 LC



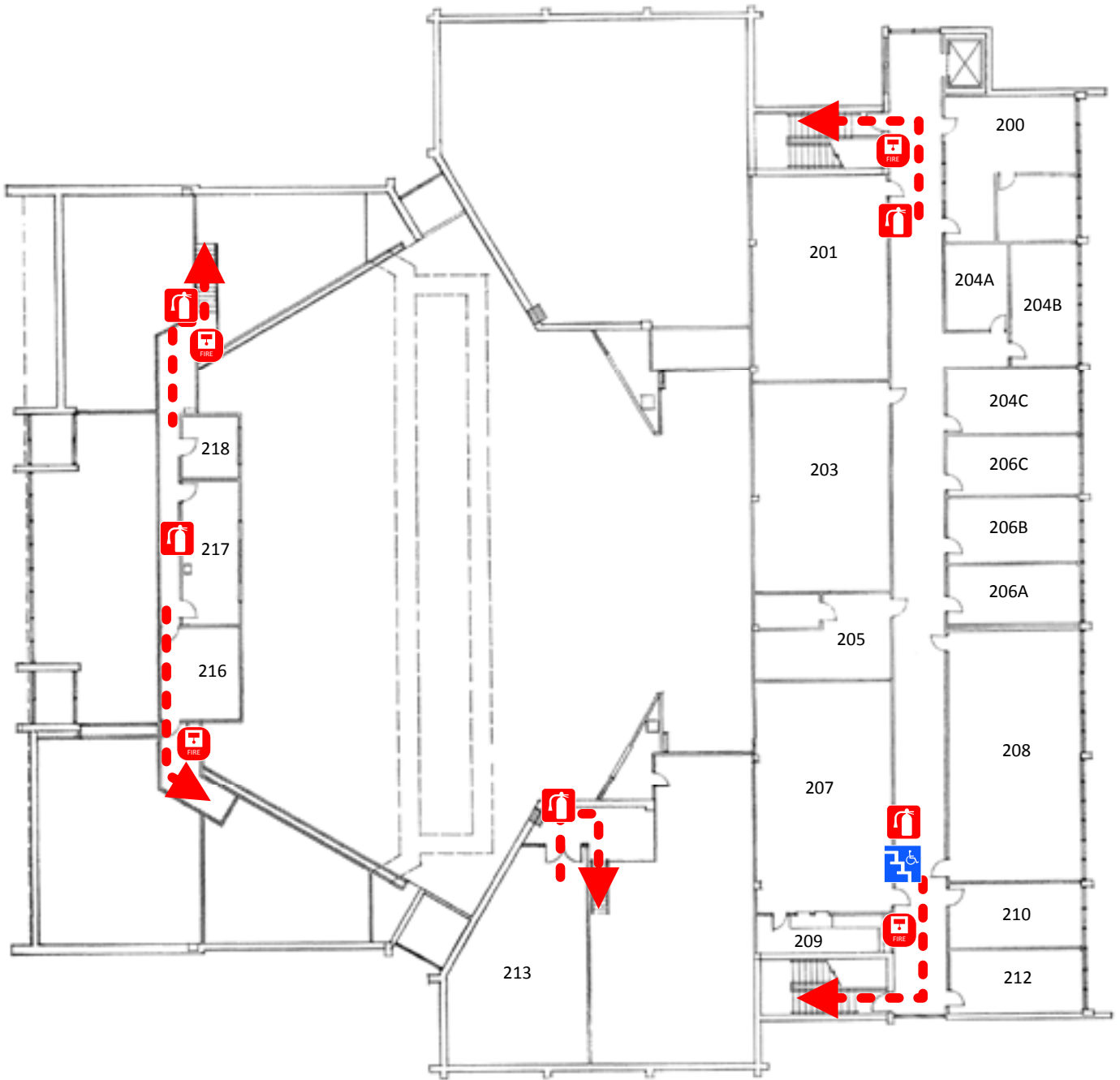
	Narcan Kit
	Fire Extinguisher
	Fire Alarm Pull
	Wheelchair Accessible Exit




**Best Available Storm Shelter:
First Floor Interior Rooms and
Hallways without Glass**

**Evacuation Assembly Point:
Campus Green**

**Emergency Information
Breedlove Auditorium
1st Floor**





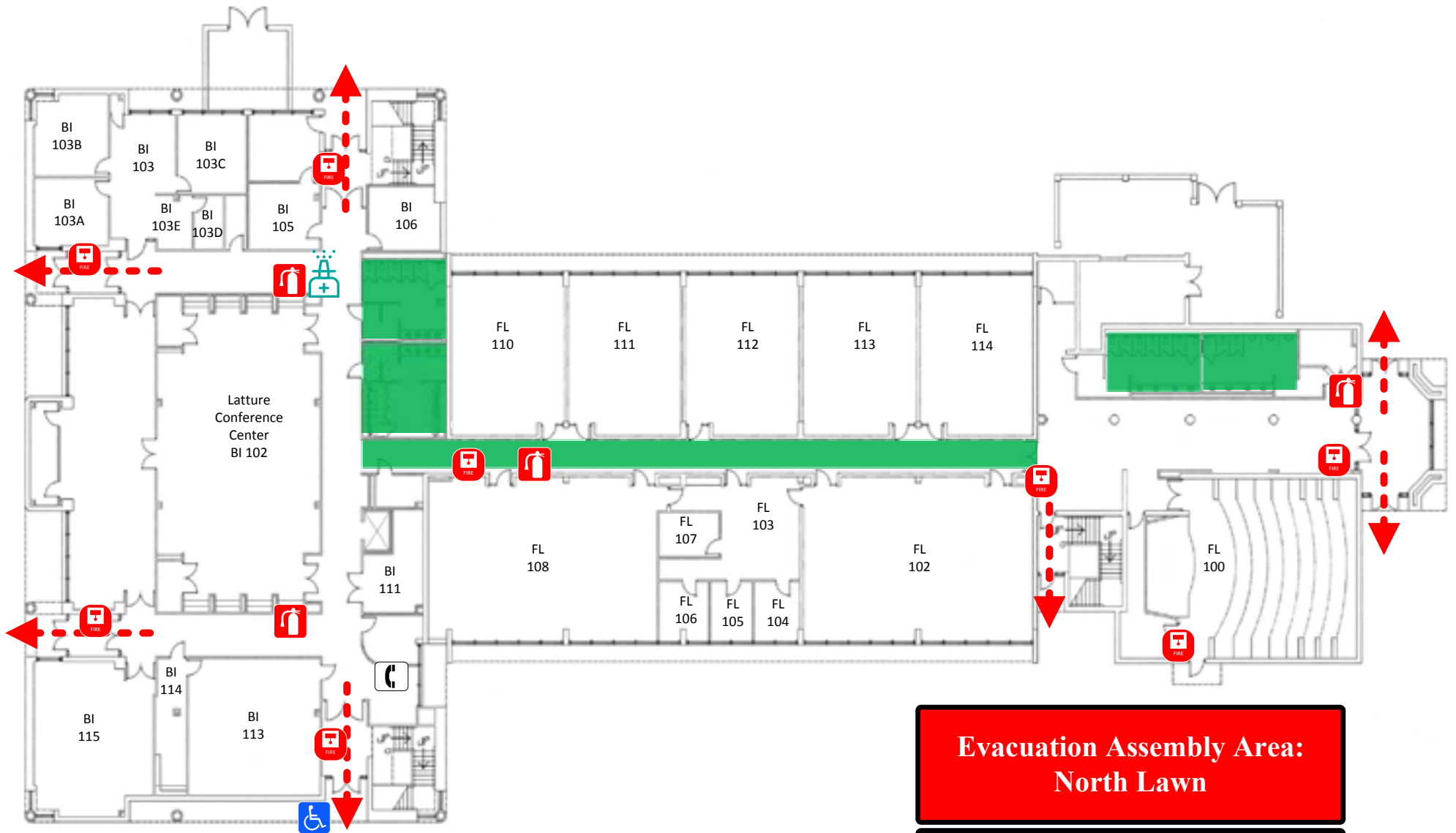
	Fire Extinguisher
	Fire Alarm Pull
	ADA Evacuation Chair

**Best Available Storm Shelter:
First Floor Only**

**Evacuation Assembly Point:
Campus Green**





**Emergency Information
Breedlove Auditorium
2nd Floor**





**Evacuation Assembly Area:
North Lawn**

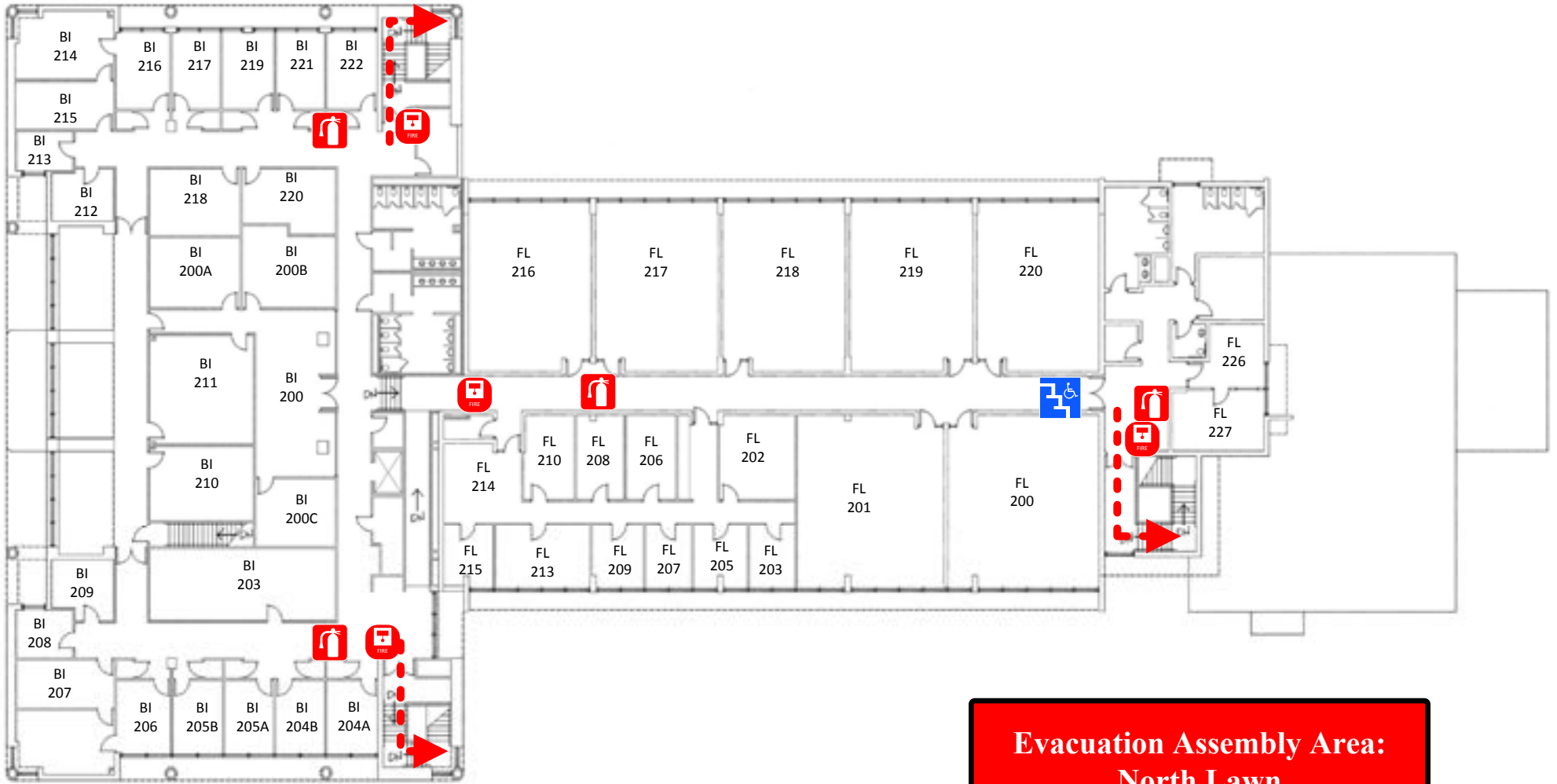
**Best Available Storm Shelter:
Interior Hallway and Restrooms**

	Fire Extinguisher		Fire Alarm Pull
	Narcan Kit		Wheelchair Accessible Exit
	Phone		

**Emergency Information
Flanders-Business Industrial Institute
1st Floor**






16.01.25 LC



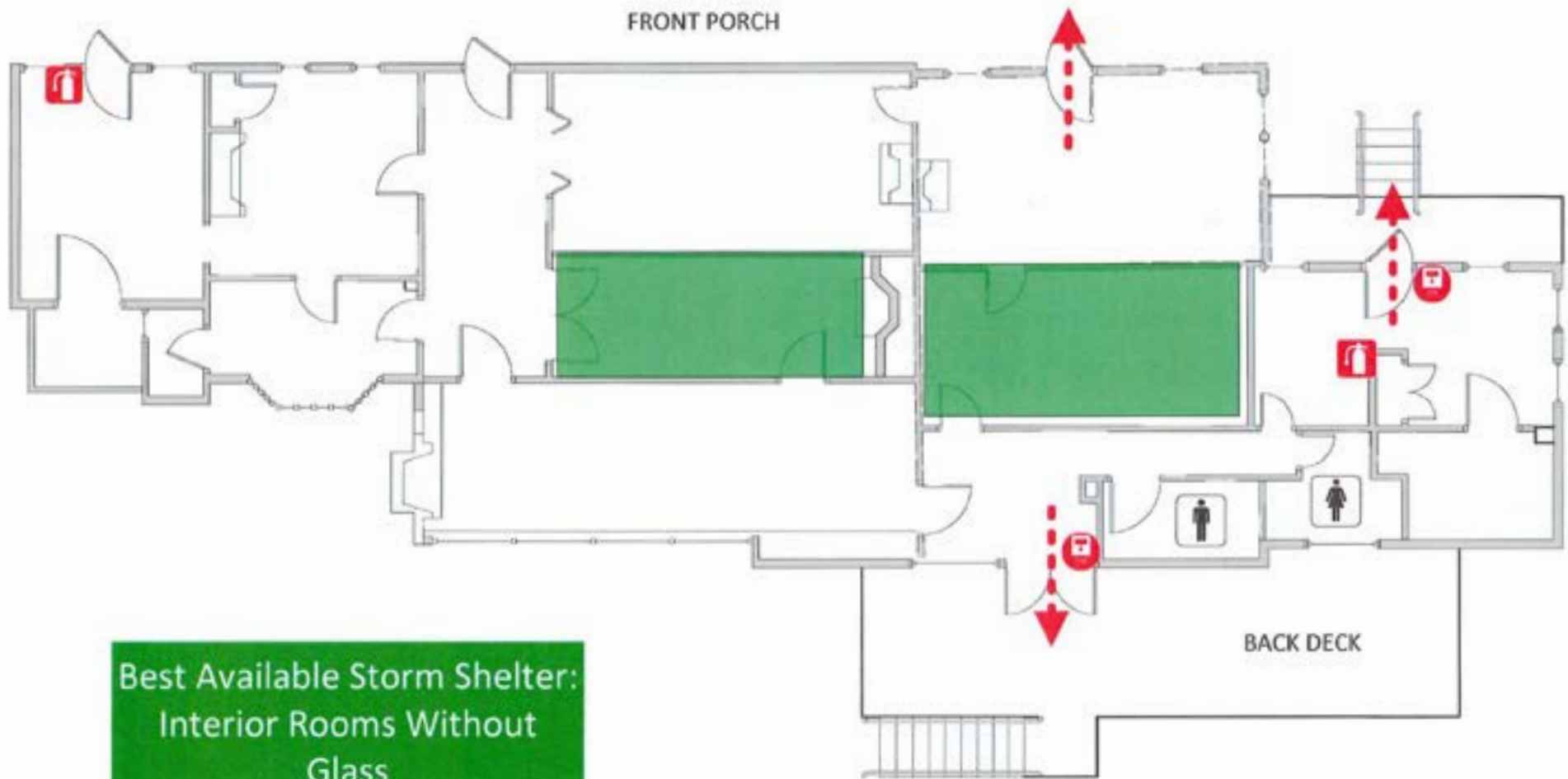
**Evacuation Assembly Area:
North Lawn**

**Best Available Storm Shelter:
First Floor Only**

	Fire Extinguisher		Fire Alarm Pull
	ADA Evacuation Chair		

**Emergency Information
Flanders-Business Industrial Institute
2nd Floor**






Best Available Storm Shelter:
Interior Rooms Without
Glass

 Fire Extinguisher	 Fire Alarm Pull
---	---

Evacuation Assembly Area:
SouthEast Parking lot

Emergency Information
UAFS Drennen-Scott House 



Echols 200 Building

**Evacuation Assembly Area:
Southwest Lawn**

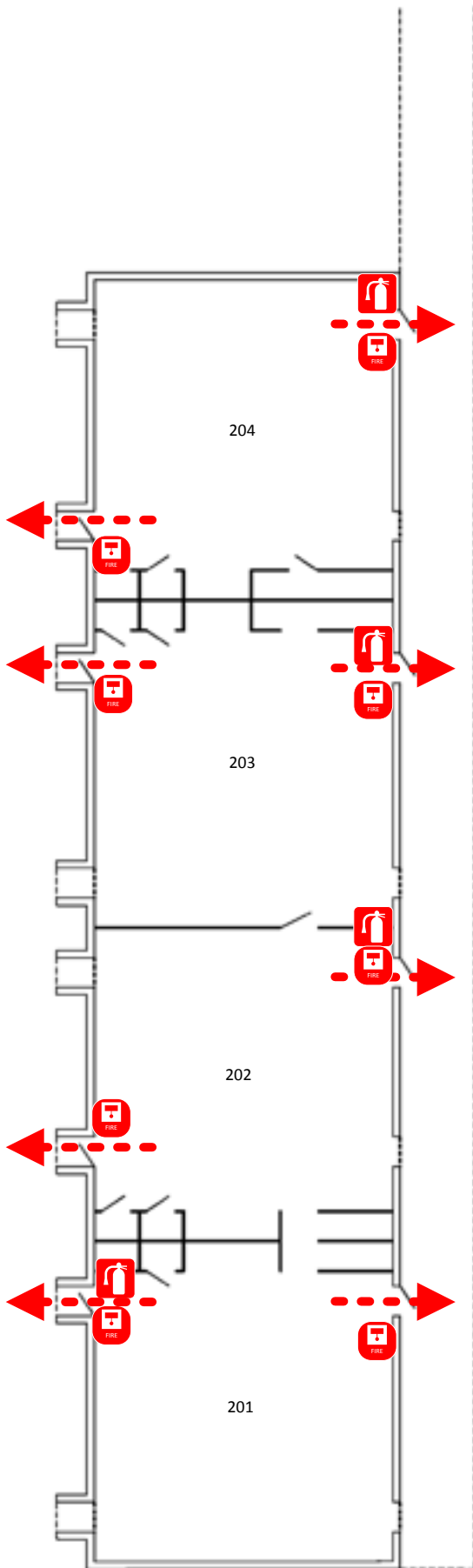
**Best Available Storm Shelter:
Interior Hallways and Rooms
without Glass**

	Fire Extinguisher		Fire Alarm Pull
	Narcan Kit		Wheelchair Accessible Exit

**Emergency Information
Echols 100 Building**





16.01.25 LC



**Evacuation Assembly Area:
Southwest Lawn**

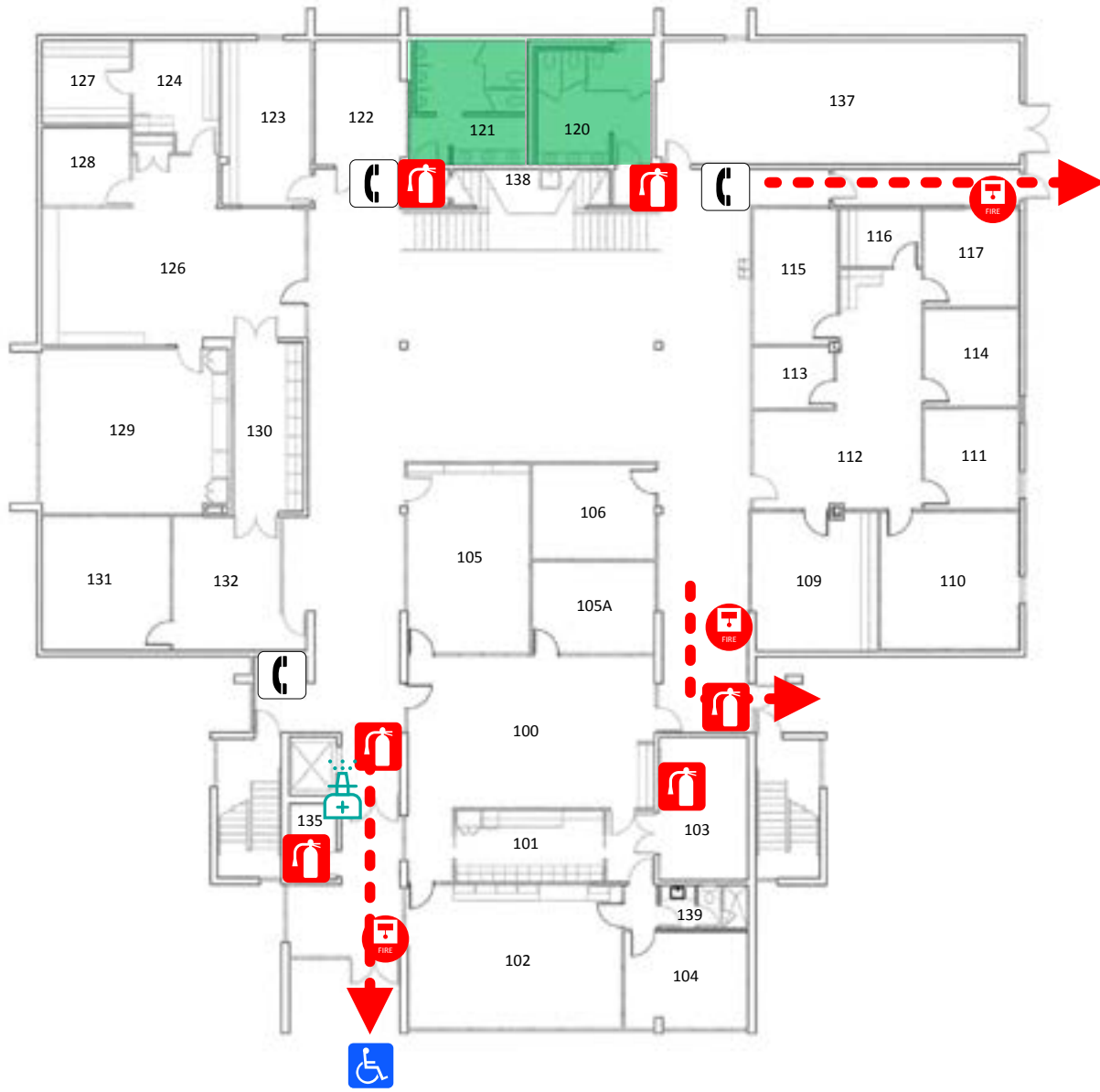
**Best Available Storm Shelter:
Building 100 Only**






	Fire Extinguisher
	Fire Alarm Pull

**Emergency Information
Echols 200 Building**



16.01.25 LC



-  Fire Extinguisher
-  Fire Alarm Pull
-  Narcan Kit
-  Wheelchair Accessible Exit
-  Phone

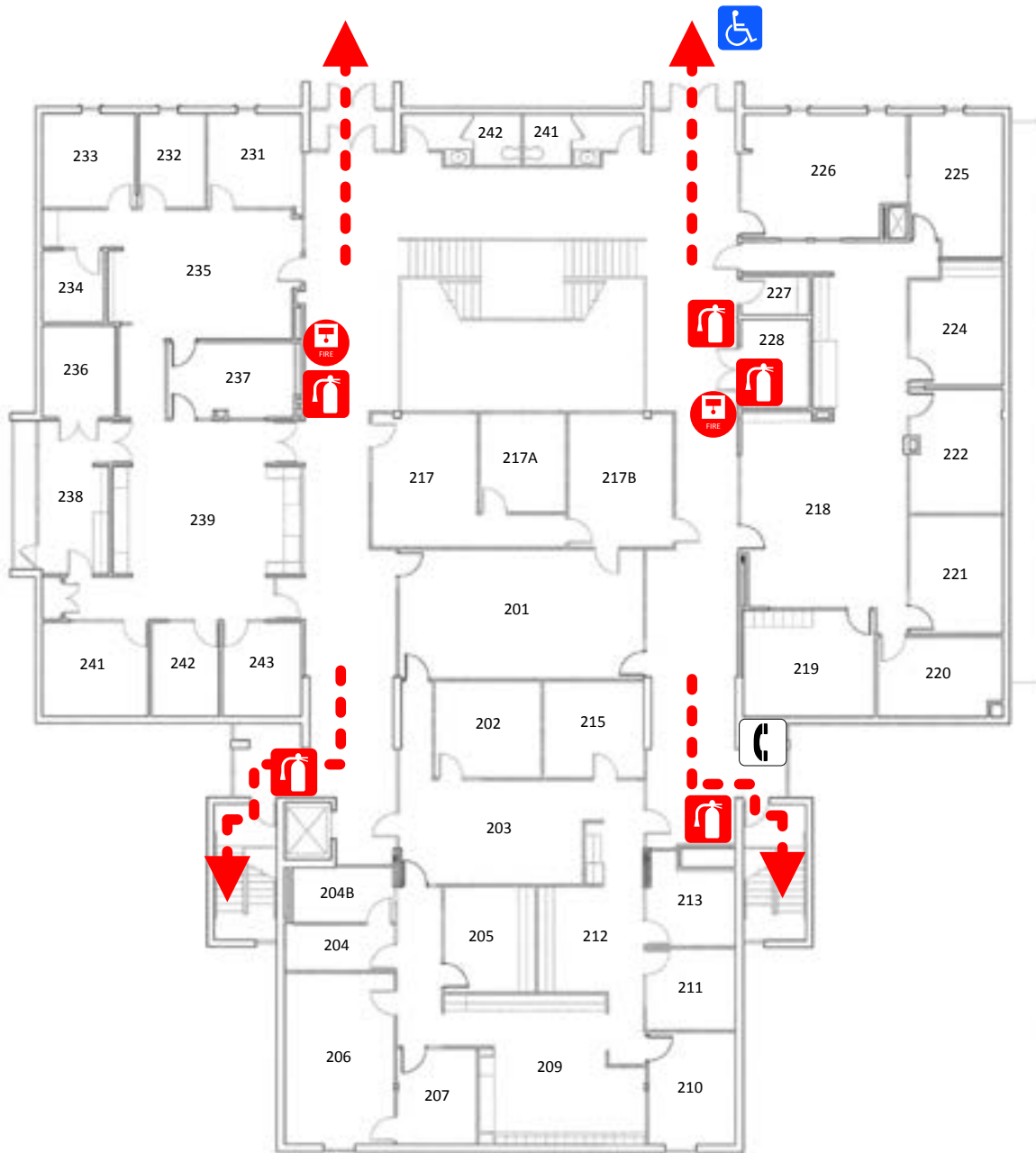
**Evacuation Assembly Area:
Campus Green**





**Best Available Storm Shelter:
North Wall Restrooms & Interior
Rooms Without Glass**

Emergency Information Fullerton Building 1st Floor



16.04.11 LC



	Fire Extinguisher
	Fire Alarm Pull
	Wheelchair Accessible Exit
	Phone

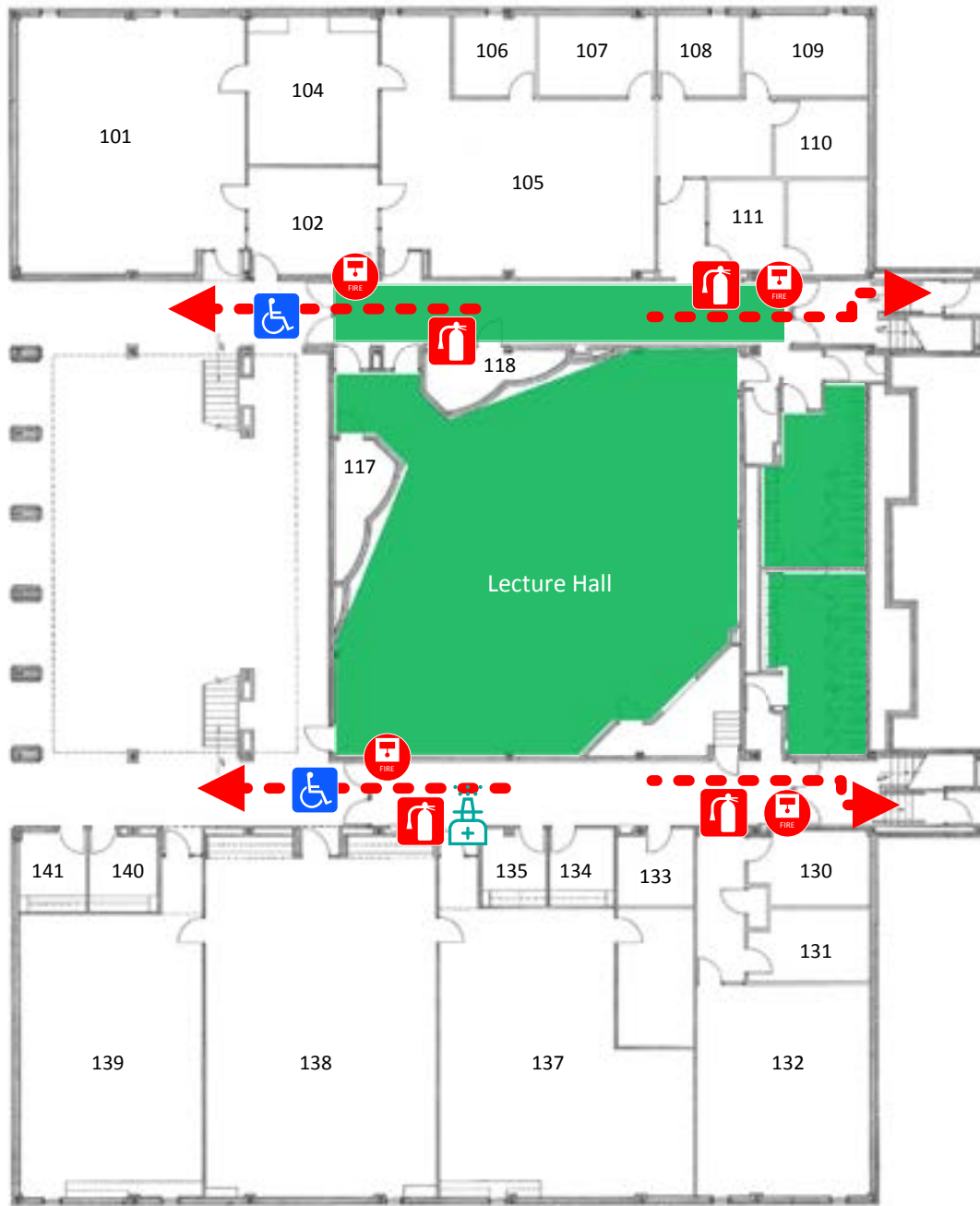
**Evacuation Assembly Area:
Campus Green**





**Best Available Storm Shelter:
1st Floor Only**

**Emergency Information
Fullerton Building 2nd Floor**



16.04.11 LC



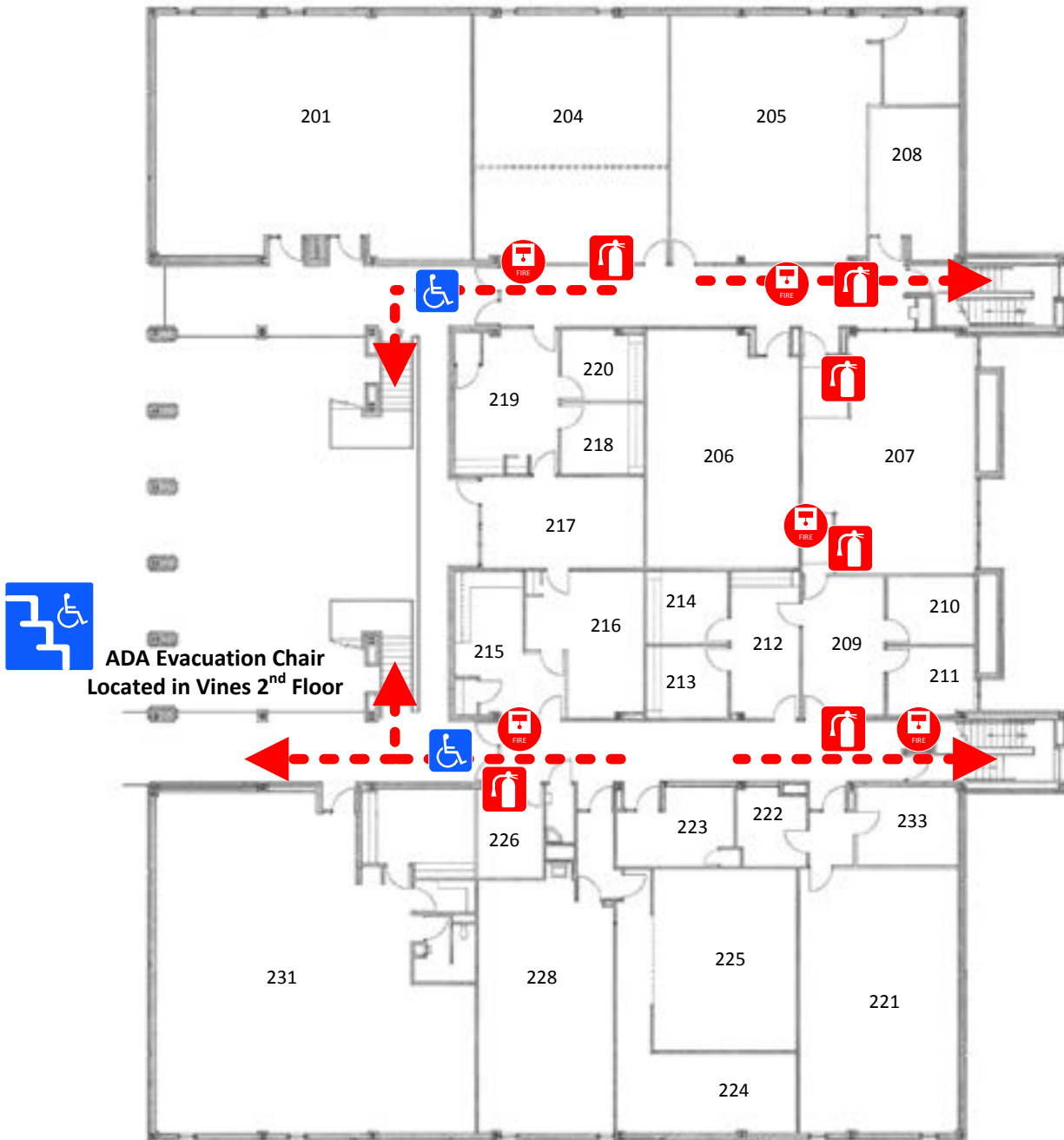
	Fire Extinguisher
	Fire Alarm Pull
	Narcan Kit
	Wheelchair Accessible Exit

**Evacuation Assembly Area:
North Lawn**

**Best Available Storm Shelter:
First Floor North Hallway, Restrooms,
and Interior Rooms without Glass**

**Emergency Information
Gardner Building 1st Floor**





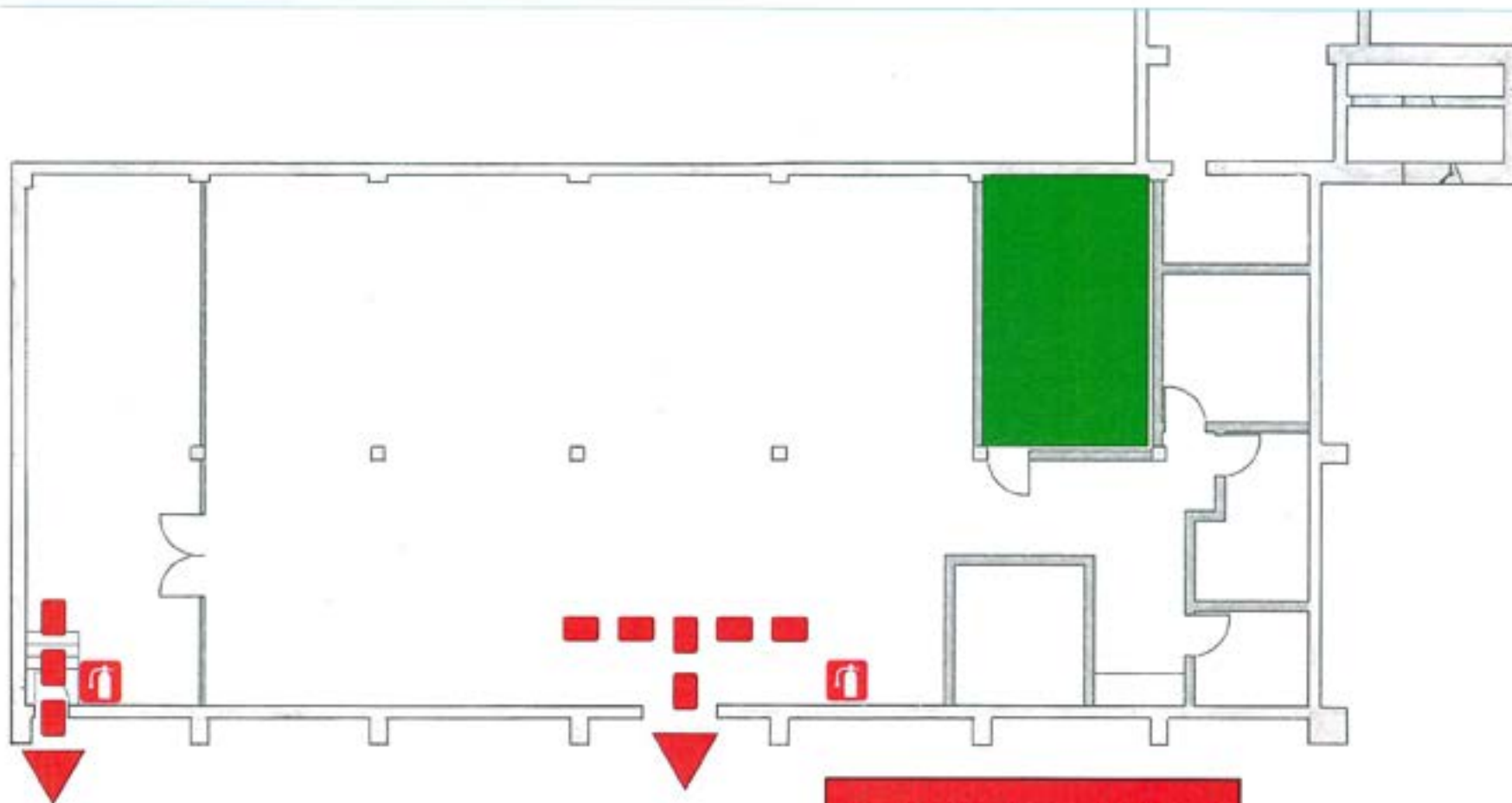
	Fire Extinguisher
	Fire Alarm Pull
	Wheelchair Accessible Exit
	ADA Evacuation Chair

**Evacuation Assembly Area:
North Lawn**

**Best Available Storm Shelter:
First Floor Only**

**Emergency Information
Gardner Building 2nd Floor**









-  Fire Extinguisher
-  Fire Alarm Pull

Evacuation Assembly Point:
North Lawn

Best Available Storm Shelter:
Interior Classroom

Emergency Information
Gardner Building
Basement



-  Fire Extinguisher
-  Fire Alarm Pull
-  Narcan Kit
-  Wheelchair Accessible Exit

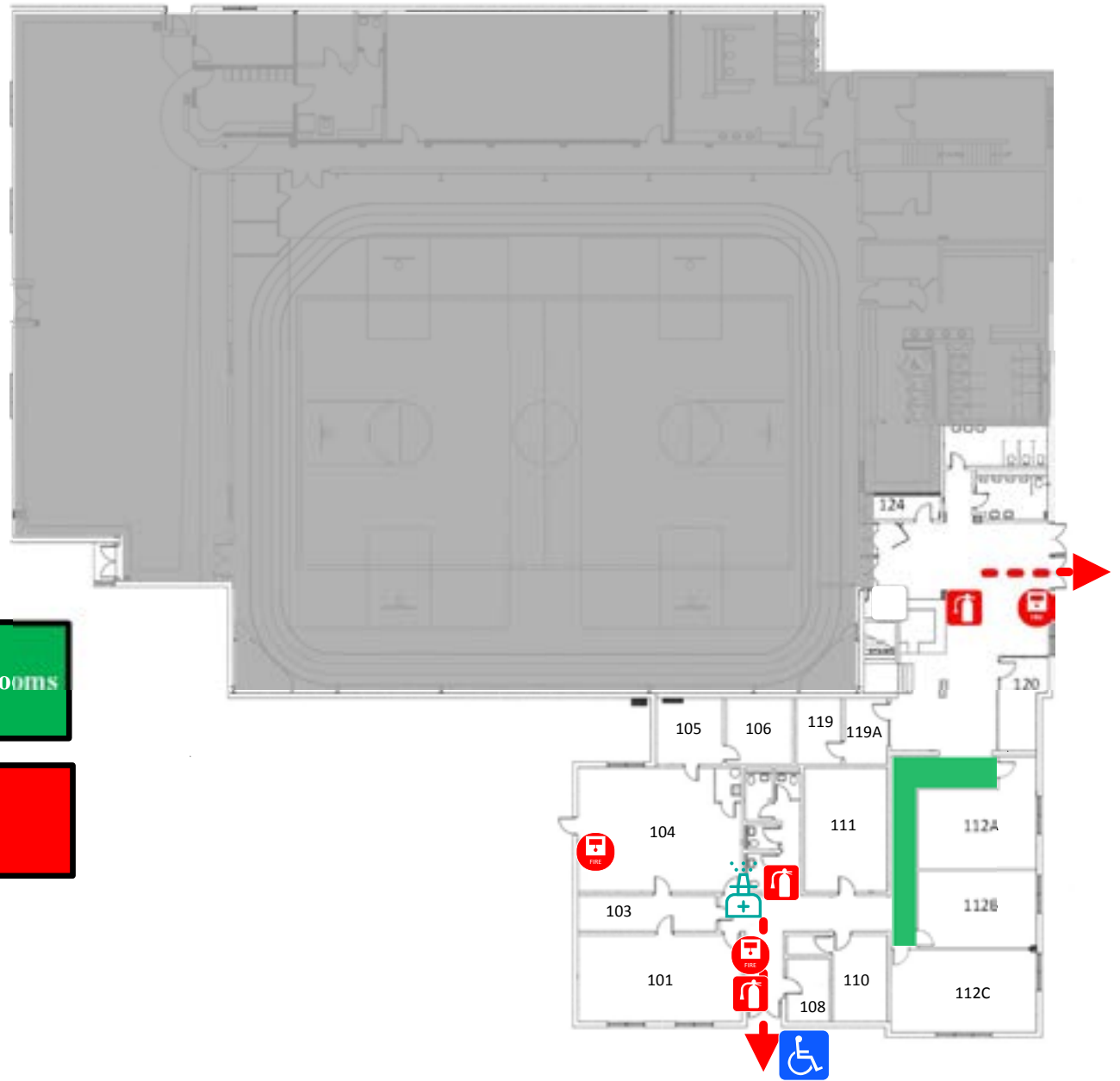
**Best Available Storm Shelter:
First Floor Interior Hallway and Rooms
without Glass**

**Evacuation Assembly Point:
Campus Green**






**Gym/Writing Center
Emergency Information**



1st Floor





	Fire Extinguisher
	Fire Alarm Pull
	Narcan Kit
	Wheelchair Accessible Exit
	Phone

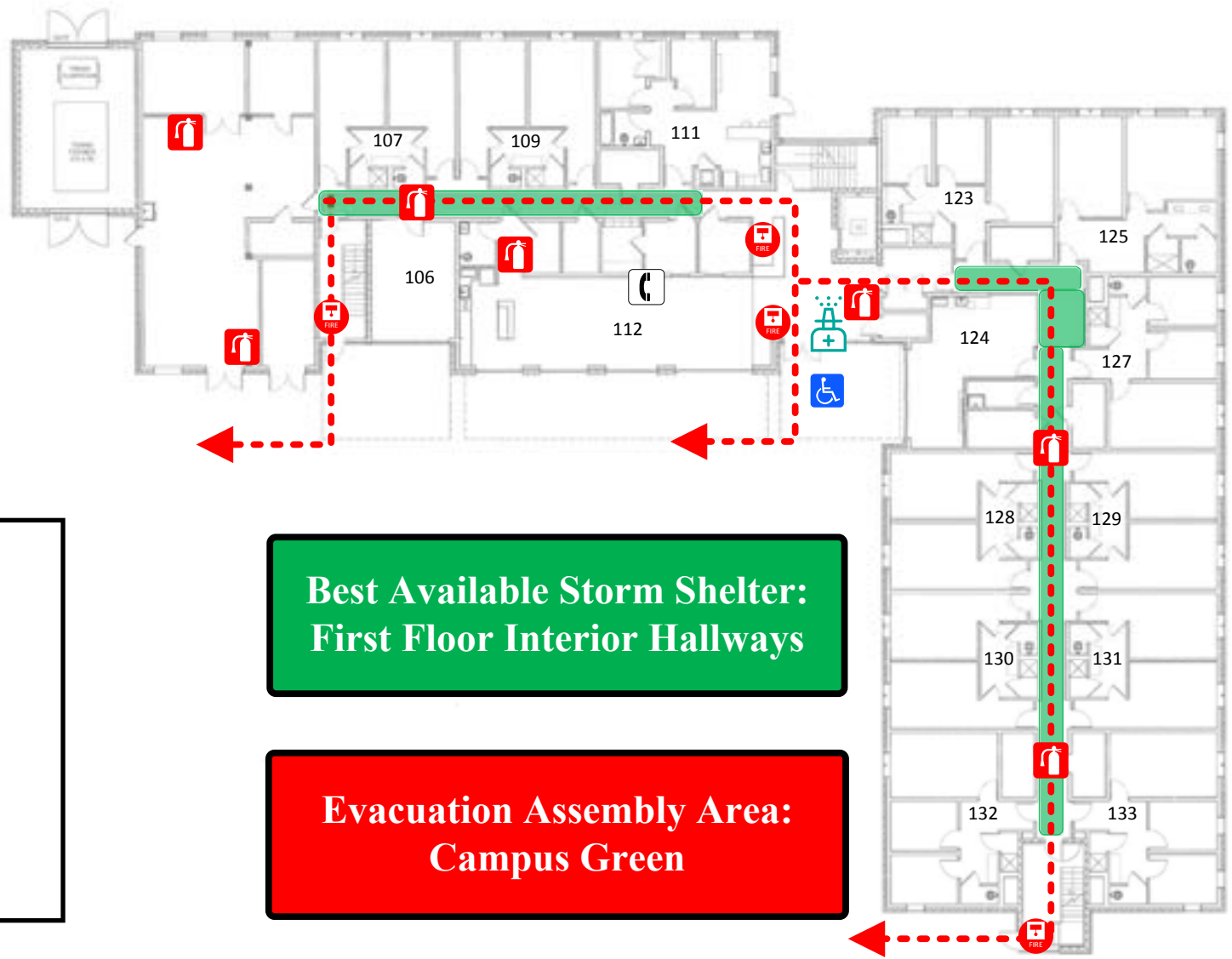
**Best Available Storm Shelter:
Lion's Den North or South Buildings**






**Evacuation Assembly Area:
Campus Green**

**Emergency Information
Lion's Den Dining Hall**



16.01.29 LC



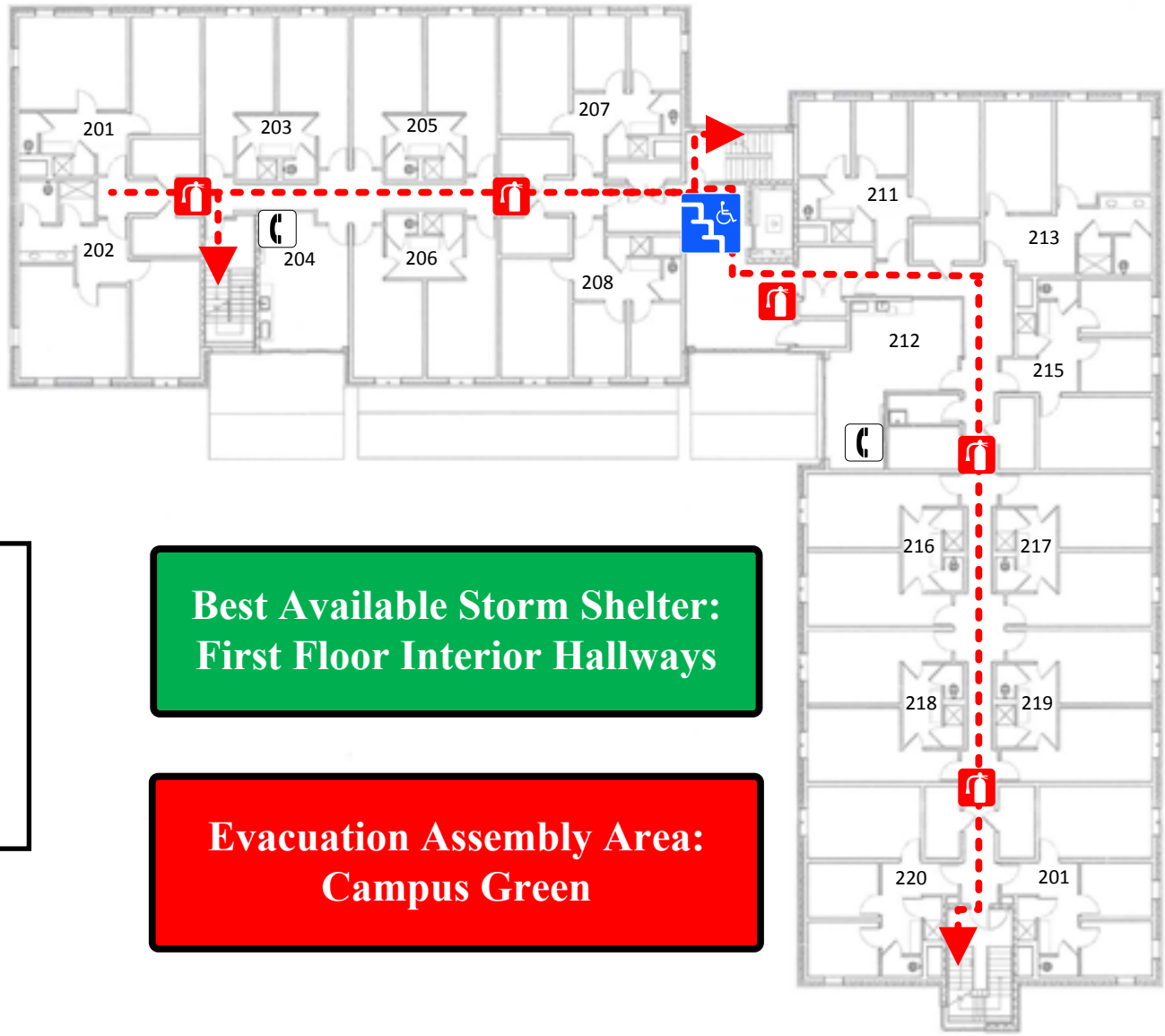
-  Fire Extinguisher
-  Fire Alarm Pull
-  Narcan Kit
-  Wheelchair Accessible Exit
-  Phone




**Best Available Storm Shelter:
First Floor Interior Hallways**

**Evacuation Assembly Area:
Campus Green**

**Emergency Information
Lion's Den North Residence Hall 1st Floor**





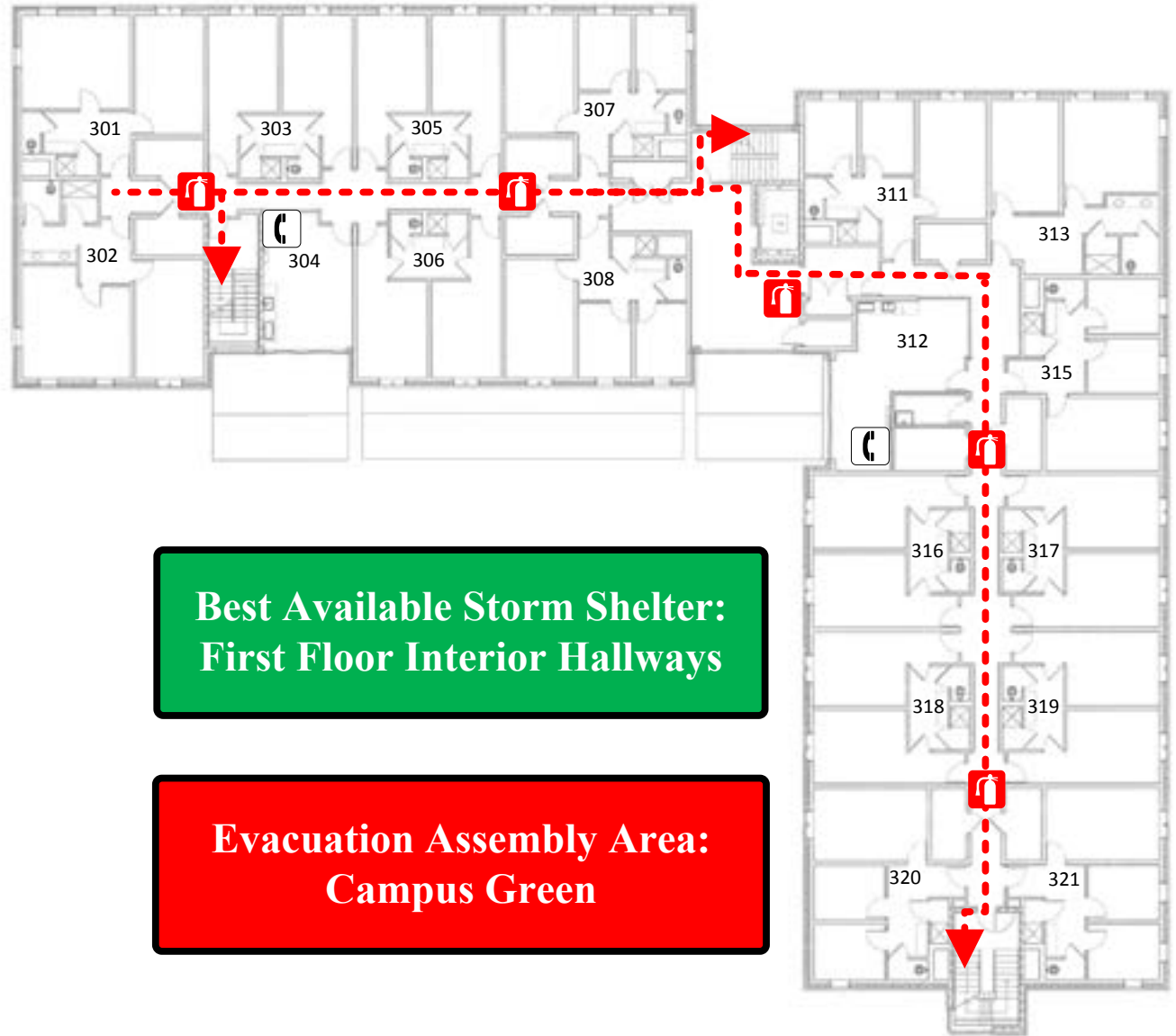
	Fire Extinguisher
	Phone
	ADA Evacuation Chair

**Best Available Storm Shelter:
First Floor Interior Hallways**

**Evacuation Assembly Area:
Campus Green**

**Emergency Information
Lion's Den North Residence Hall 2nd Floor**





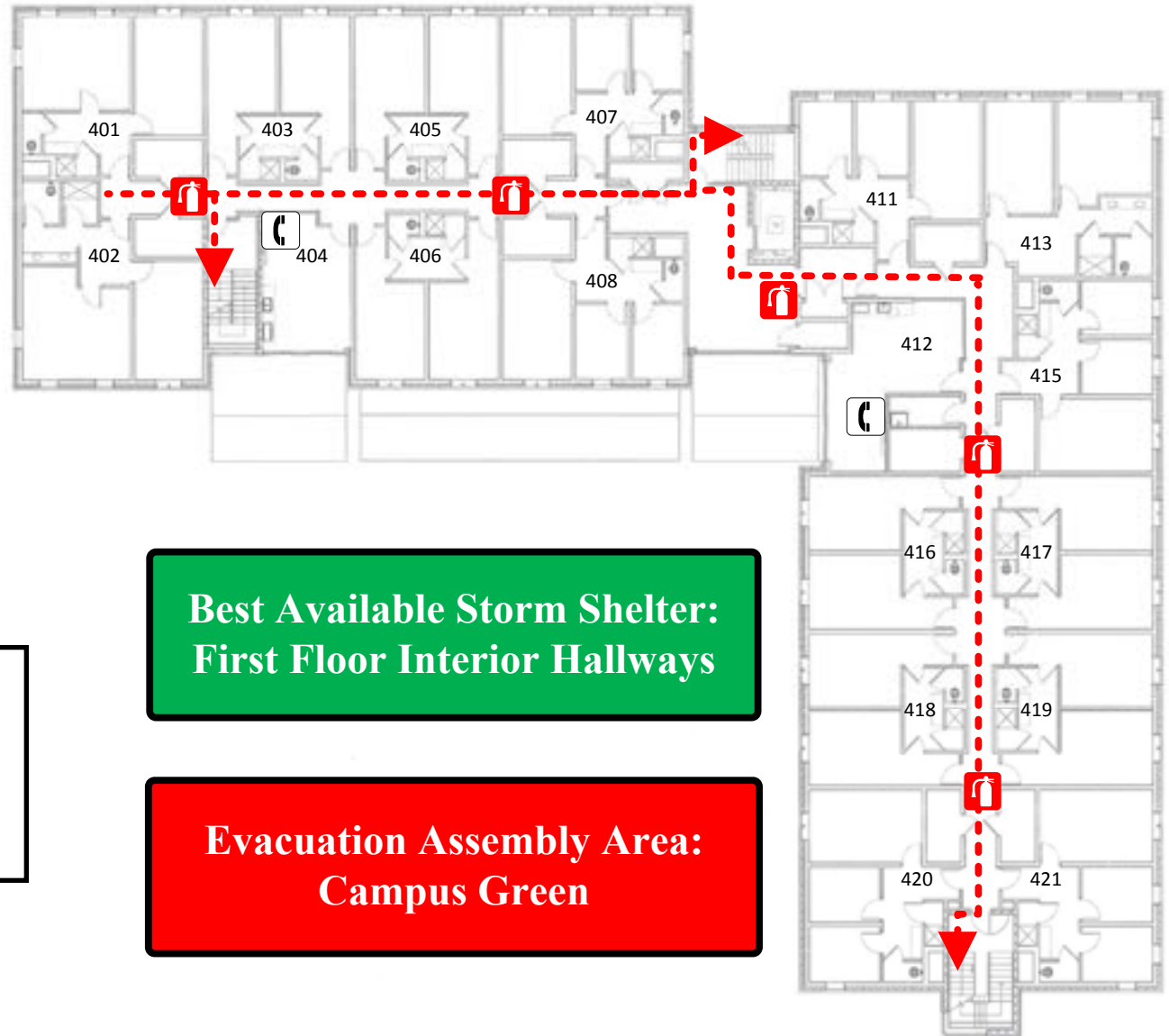
	Fire Extinguisher
	Phone



**Best Available Storm Shelter:
First Floor Interior Hallways**

**Evacuation Assembly Area:
Campus Green**

**Emergency Information
Lion's Den North Residence Hall 3rd Floor**





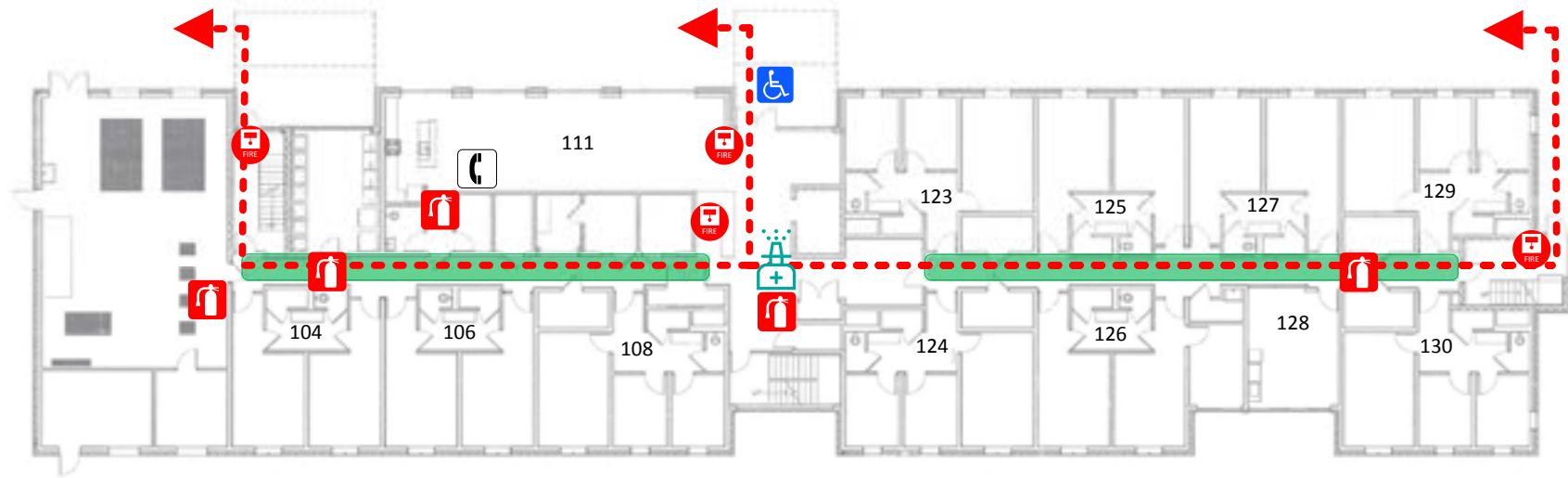
	Fire Extinguisher
	Phone





**Best Available Storm Shelter:
First Floor Interior Hallways**

**Evacuation Assembly Area:
Campus Green**

**Emergency Information
Lion's Den North Residence Hall 4th Floor**





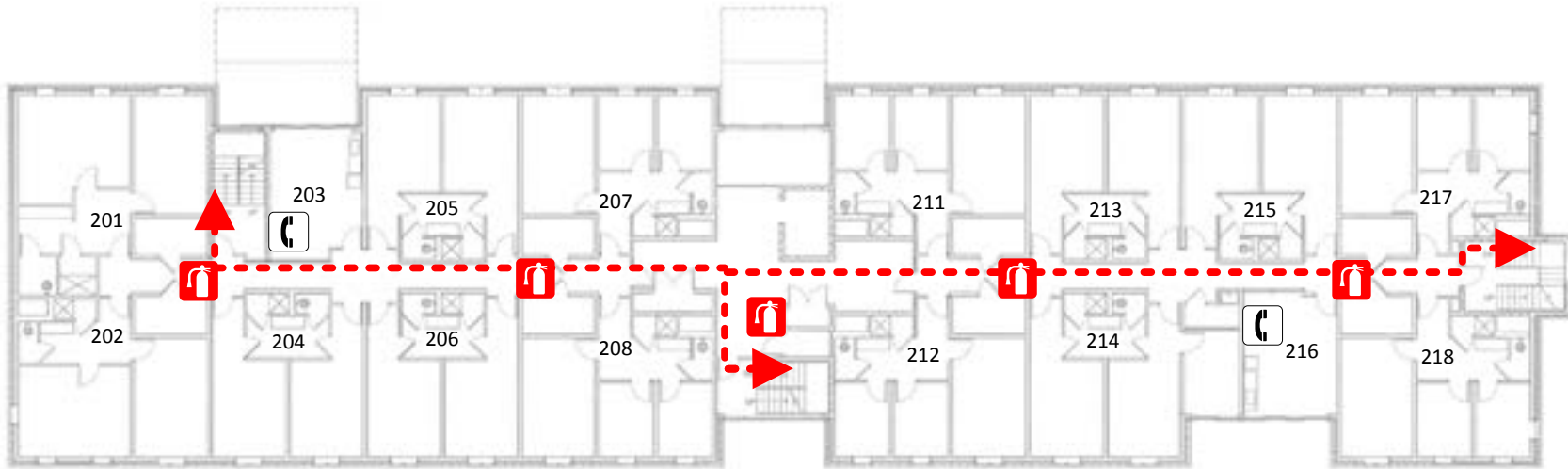
	Fire Extinguisher
	Fire Alarm Pull
	Narcan Kit
	Wheelchair Accessible Exit
	Phone



**Best Available Storm Shelter:
First Floor Interior Hallways**

**Evacuation Assembly Area:
Campus Green**

**Emergency Information
Lion's Den South Residence Hall 1st Floor**





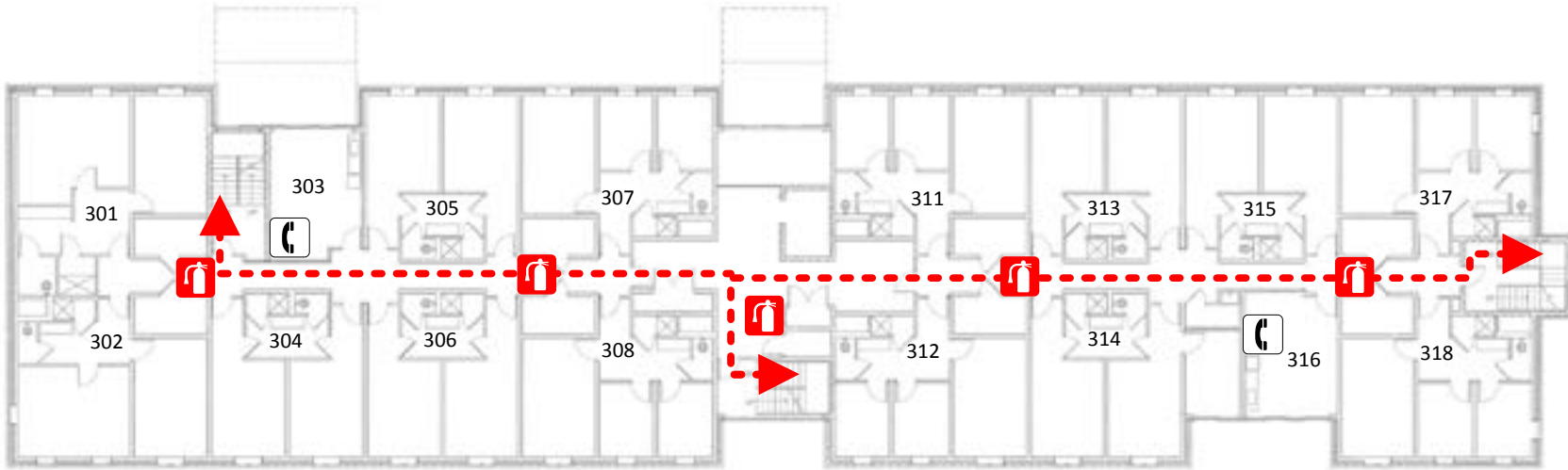
	Fire Extinguisher
	Phone



**Best Available Storm Shelter:
First Floor Interior Hallways**

**Evacuation Assembly Area:
Campus Green**

**Emergency Information
Lion's Den South Residence Hall 2nd Floor**





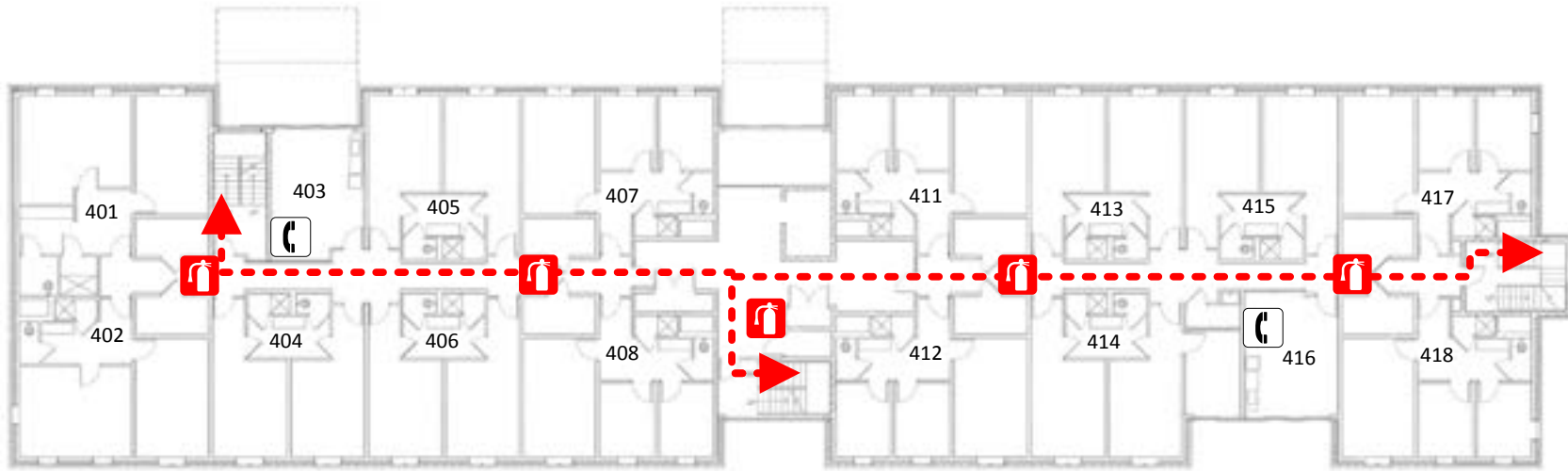
	Fire Extinguisher
	Phone

**Best Available Storm Shelter:
First Floor Interior Hallways**

**Evacuation Assembly Area:
Campus Green**

**Emergency Information
Lion's Den South Residence Hall 3rd Floor**





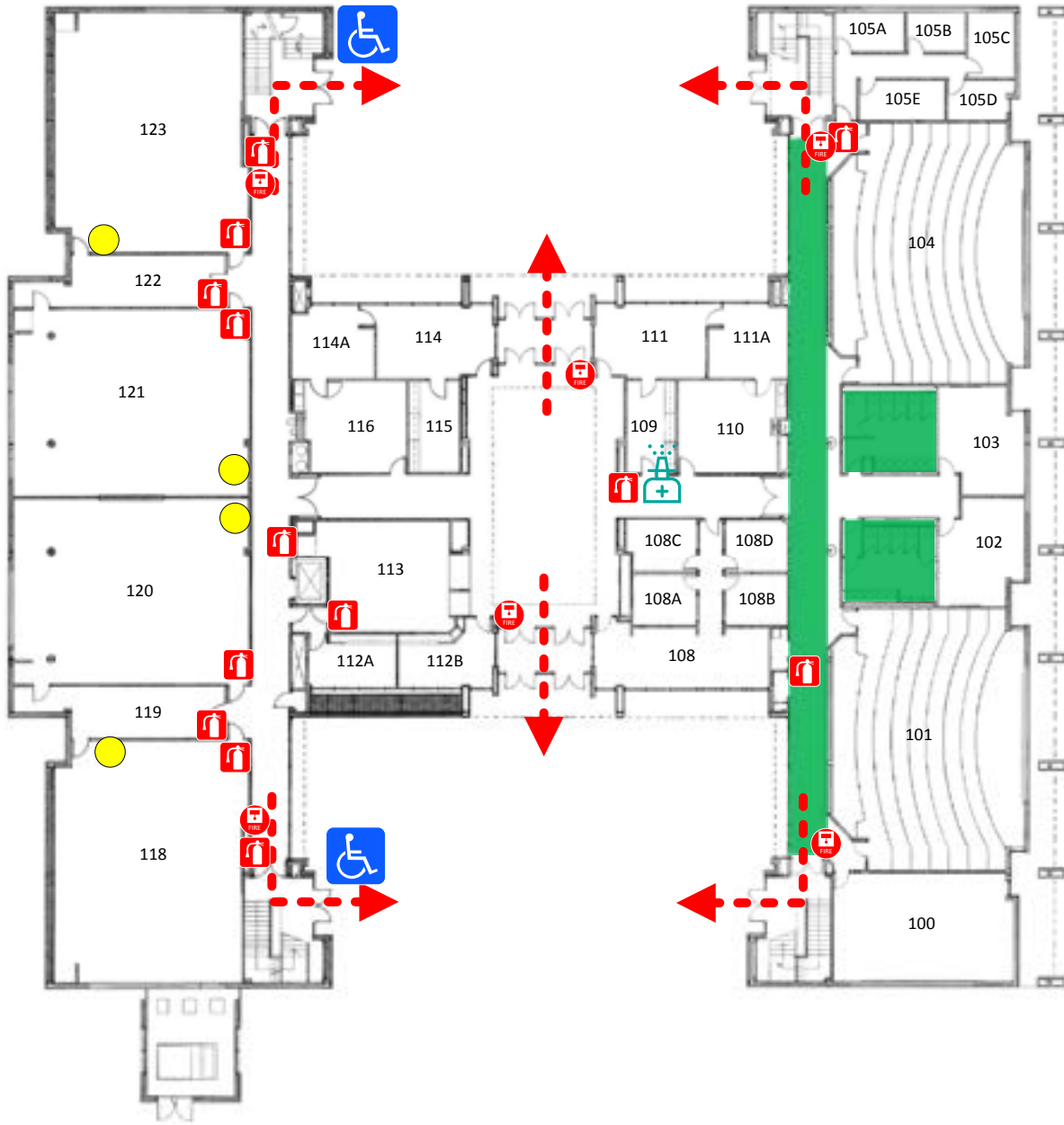
	Fire Extinguisher
	Phone

**Best Available Storm Shelter:
First Floor Interior Hallways**

**Evacuation Assembly Area:
Campus Green**

**Emergency Information
Lion's Den South Residence Hall 4th Floor**





	Fire Extinguisher
	Fire Alarm Pull
	Narcan Kit
	Wheelchair Accessible Exit
	Eyewash/Safety Shower

**Best Available Storm Shelter:
First Floor Interior Rooms and Hallways
without Glass**





**Evacuation Assembly Point:
Campus Green**

**Emergency Information
Math-Science 1st Floor**



16.01.171C



	Fire Extinguisher
	Fire Alarm Pull
	ADA Evacuation Chair
	Eyewash/Safety Shower

**Best Available Storm Shelter:
First Floor Only**





**Evacuation Assembly Point:
Campus Green**

**Emergency Information
Math-Science 2nd Floor**



16.01.17.1C



	Fire Extinguisher
	Fire Alarm Pull
	ADA Evacuation Chair
	Eyewash/Safety Shower

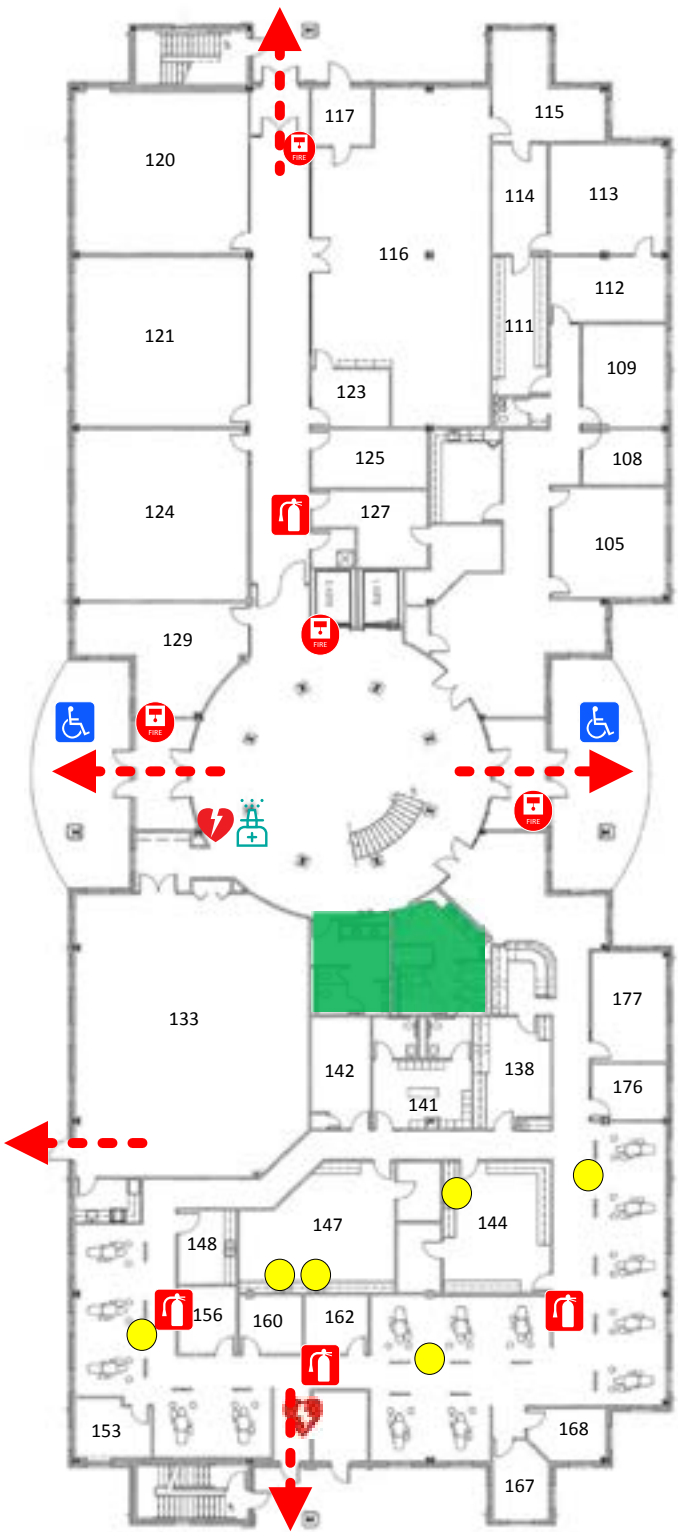
**Best Available Storm Shelter:
First Floor Only**

**Evacuation Assembly Point:
Campus Green**

**Emergency Information
Math-Science 3rd Floor**



16.01.17 LC



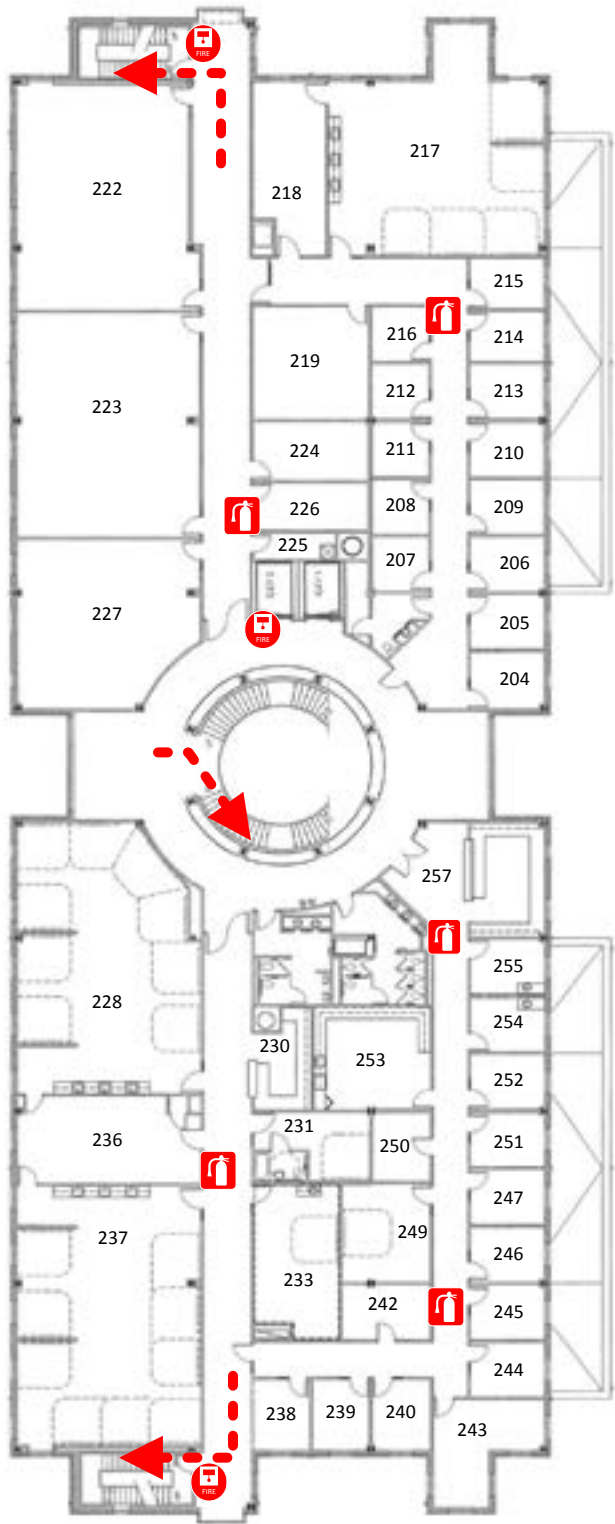
	Fire Extinguisher
	Fire Alarm Pull
	AED and Narcan Kit
	Wheelchair Accessible Exit
	Eyewash/Safety Shower



**Best Available Storm Shelter:
First Floor Restrooms and Interior Rooms
without Glass**

**Evacuation Assembly Point:
Campus Green**

**Emergency Information
Pendergraft Health Sciences
Center 1st Floor**





	Fire Extinguisher
	Fire Alarm Pull

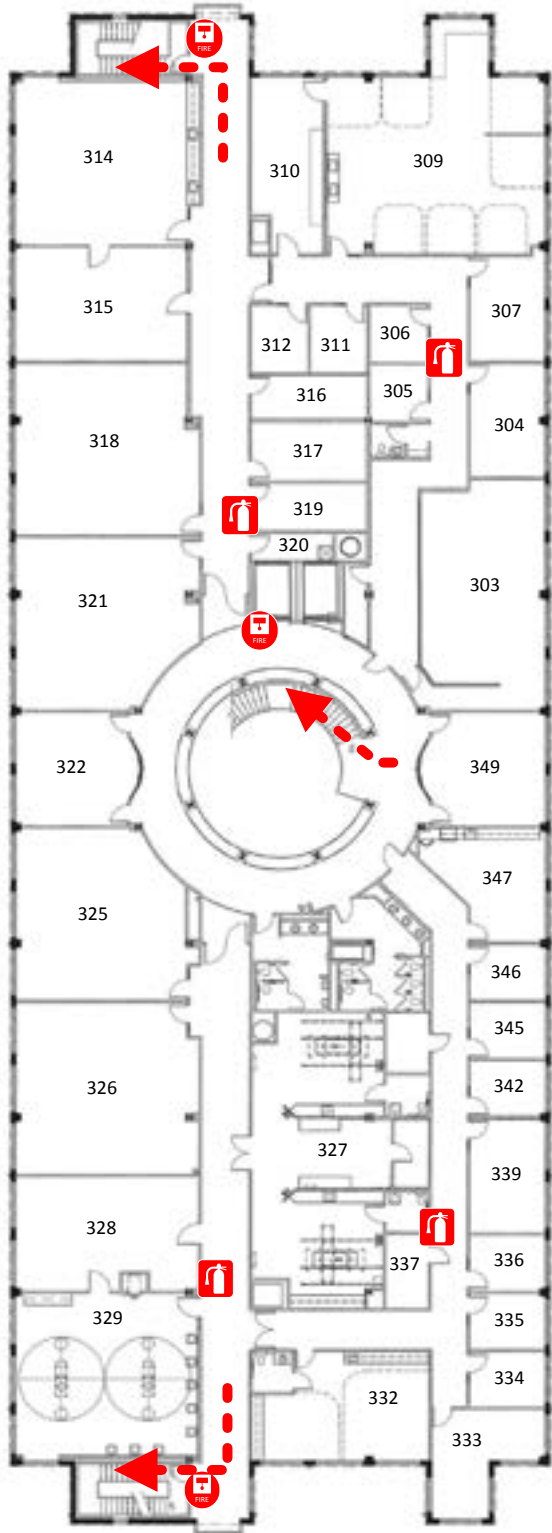
**Best Available Storm Shelter:
First Floor Only**



**Evacuation Assembly Point:
Campus Green**

**Emergency Information
Pendergraft Health Sciences
Center 2nd Floor**



16.01.17 LC



	Fire Extinguisher
	Fire Alarm Pull

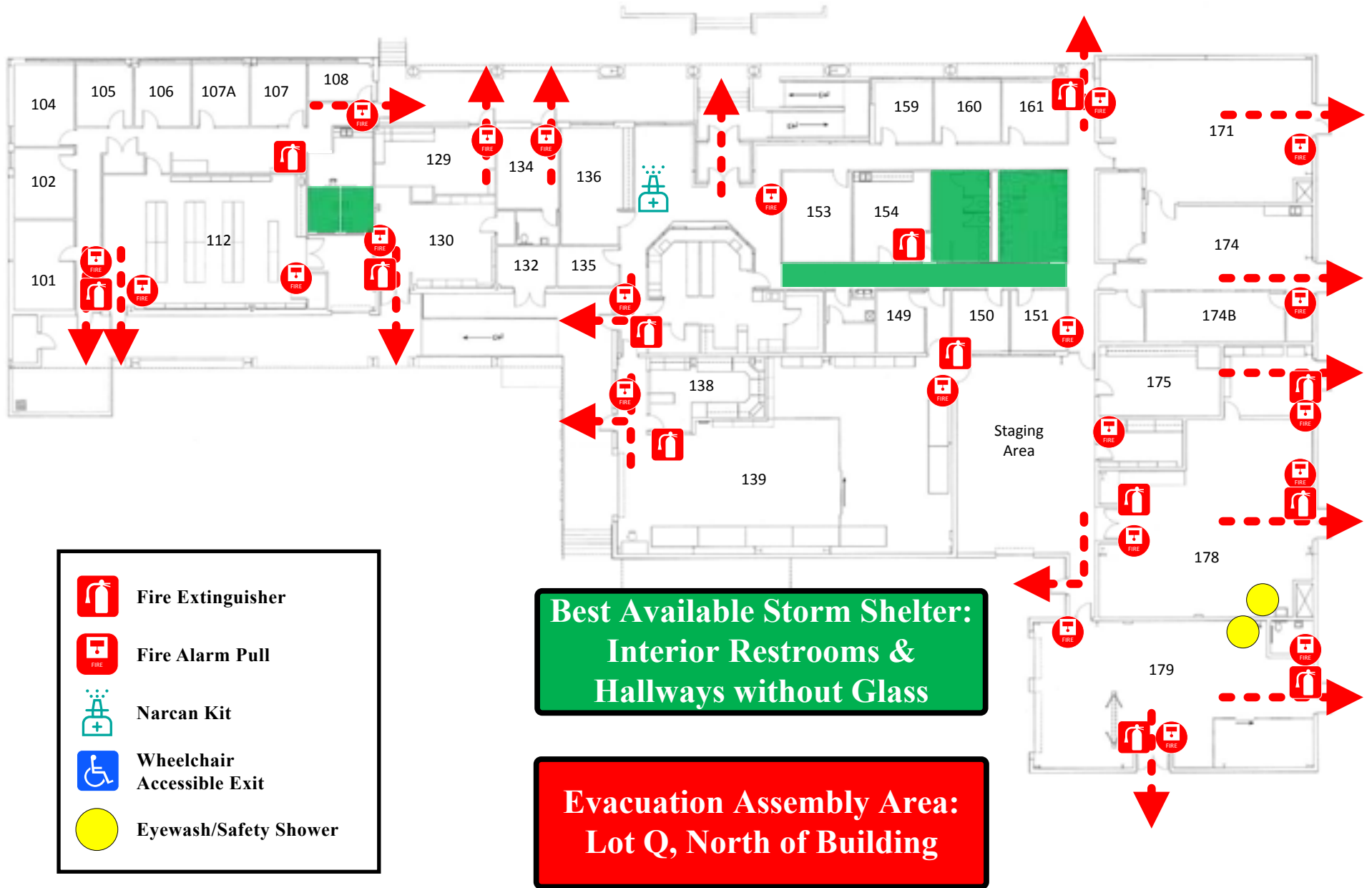
**Best Available Storm Shelter:
First Floor Only**


**Evacuation Assembly Point:
Campus Green**

**Emergency Information
Pendergraft Health Sciences
Center 3rd Floor**



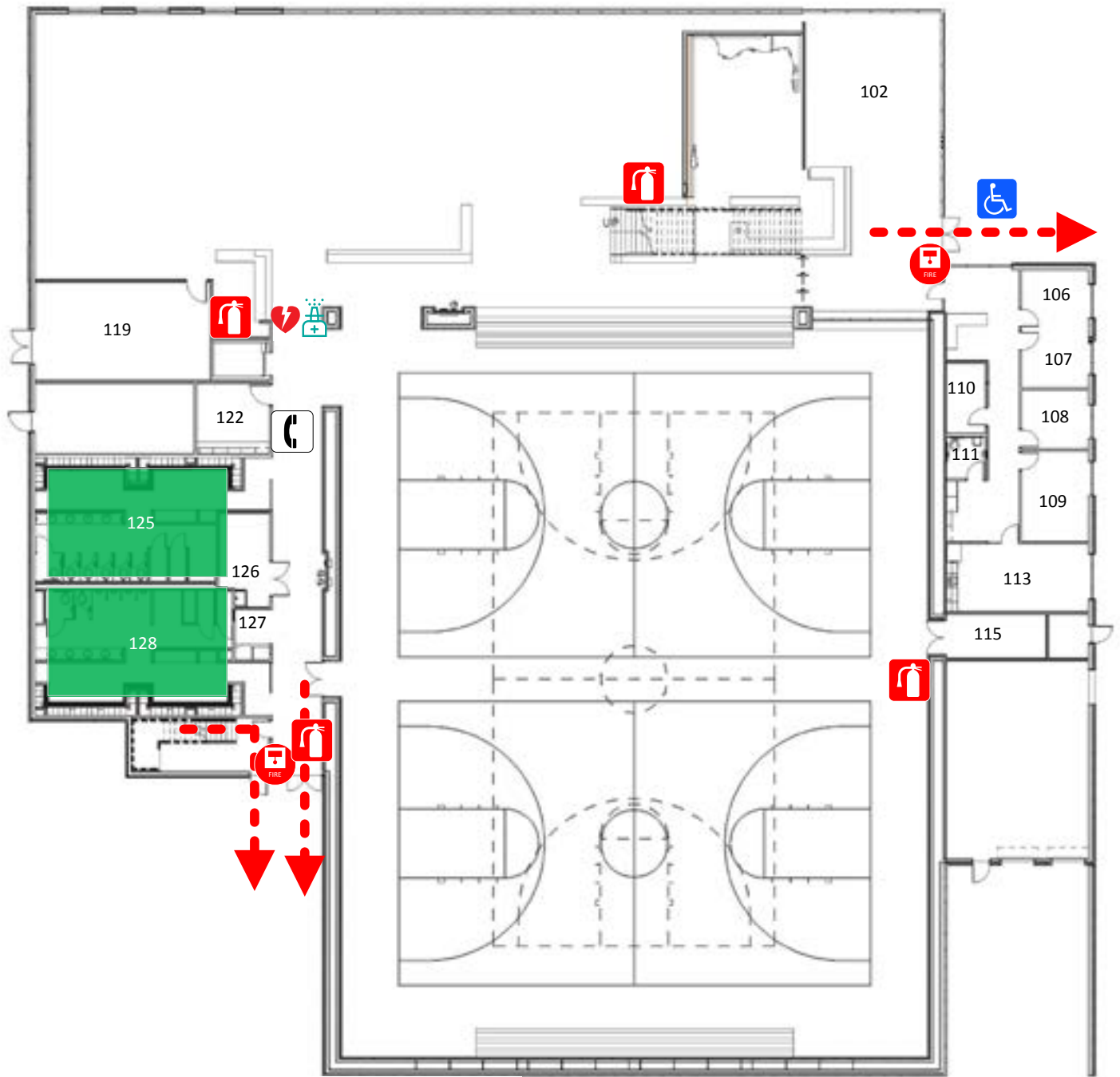
16.01.17.LC








-  **Fire Extinguisher**
-  **Fire Alarm Pull**
-  **Narcan Kit**
-  **Wheelchair Accessible Exit**
-  **Eyewash/Safety Shower**

Emergency Information Plant Operations





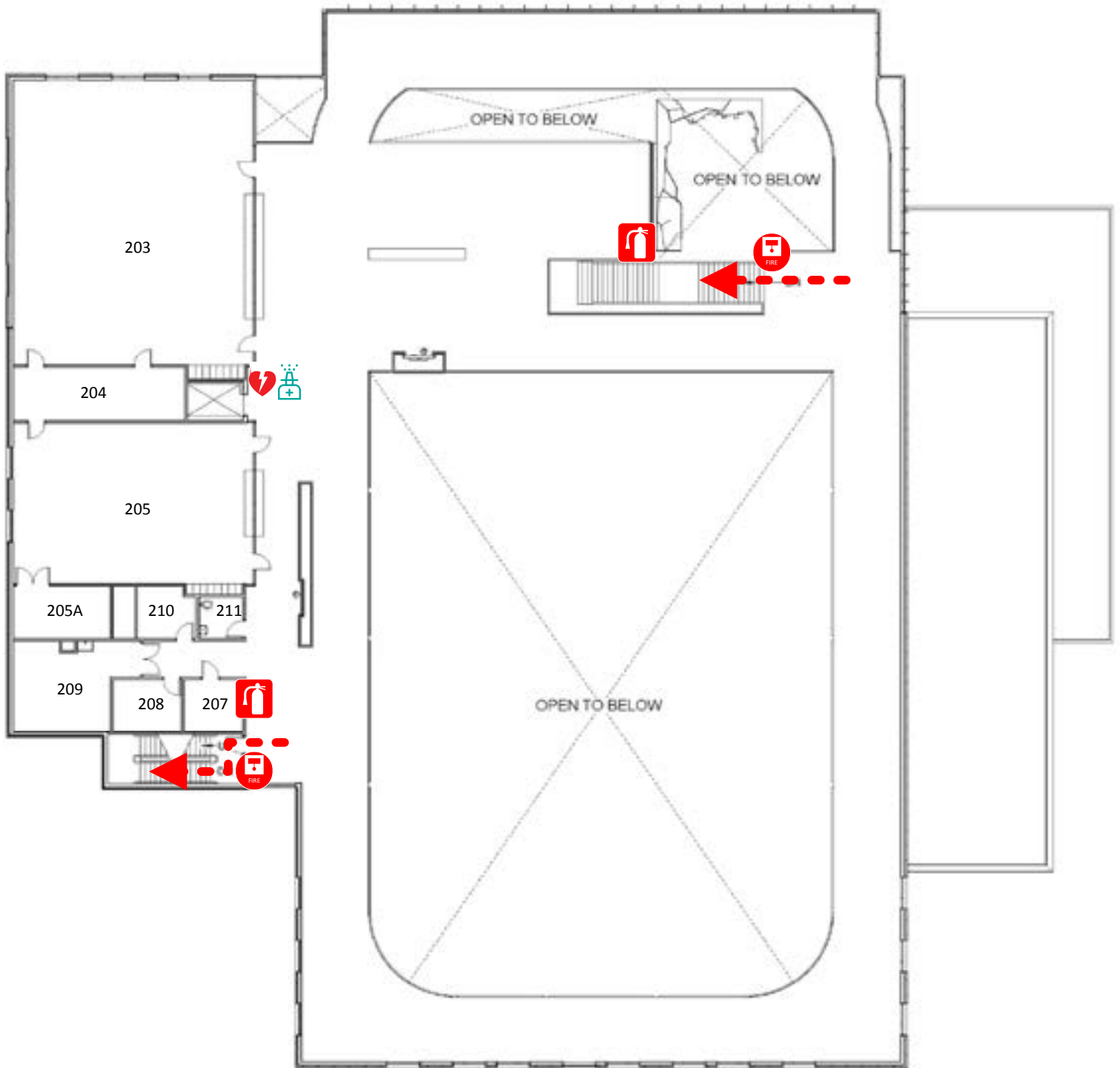
-  Fire Extinguisher
-  Fire Alarm Pull
-  AED and Narcan Kit
-  Wheelchair Accessible Exit
-  Phone






**Best Available Storm Shelter:
Locker Rooms on West Wall**

**Evacuation Assembly Point:
Lot E, South of the Building**

Emergency Information Recreation & Wellness Center 1st Floor





	Fire Extinguisher
	Fire Alarm Pull
	AED and Narcan Kit
	Wheelchair Accessible Exit
	Phone

**Best Available Storm Shelter:
First Floor Only**

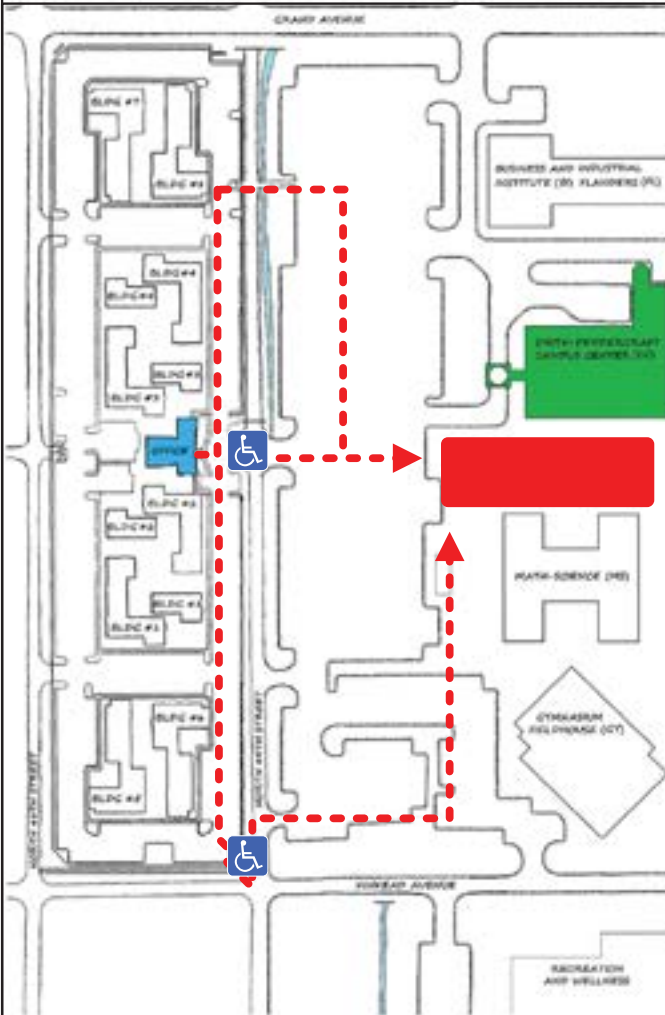
**Evacuation Assembly Point:
Lot E, South of the Building**

**Emergency Information
Recreation & Wellness Center
2nd Floor**



16.01.17 LC

-  Fire Extinguisher
-  Fire Alarm Pull
-  Narcain Kit
-  Phone



**Best Available Storm Shelter:
Smith-Pendergraft Campus Center
Reynolds Room**

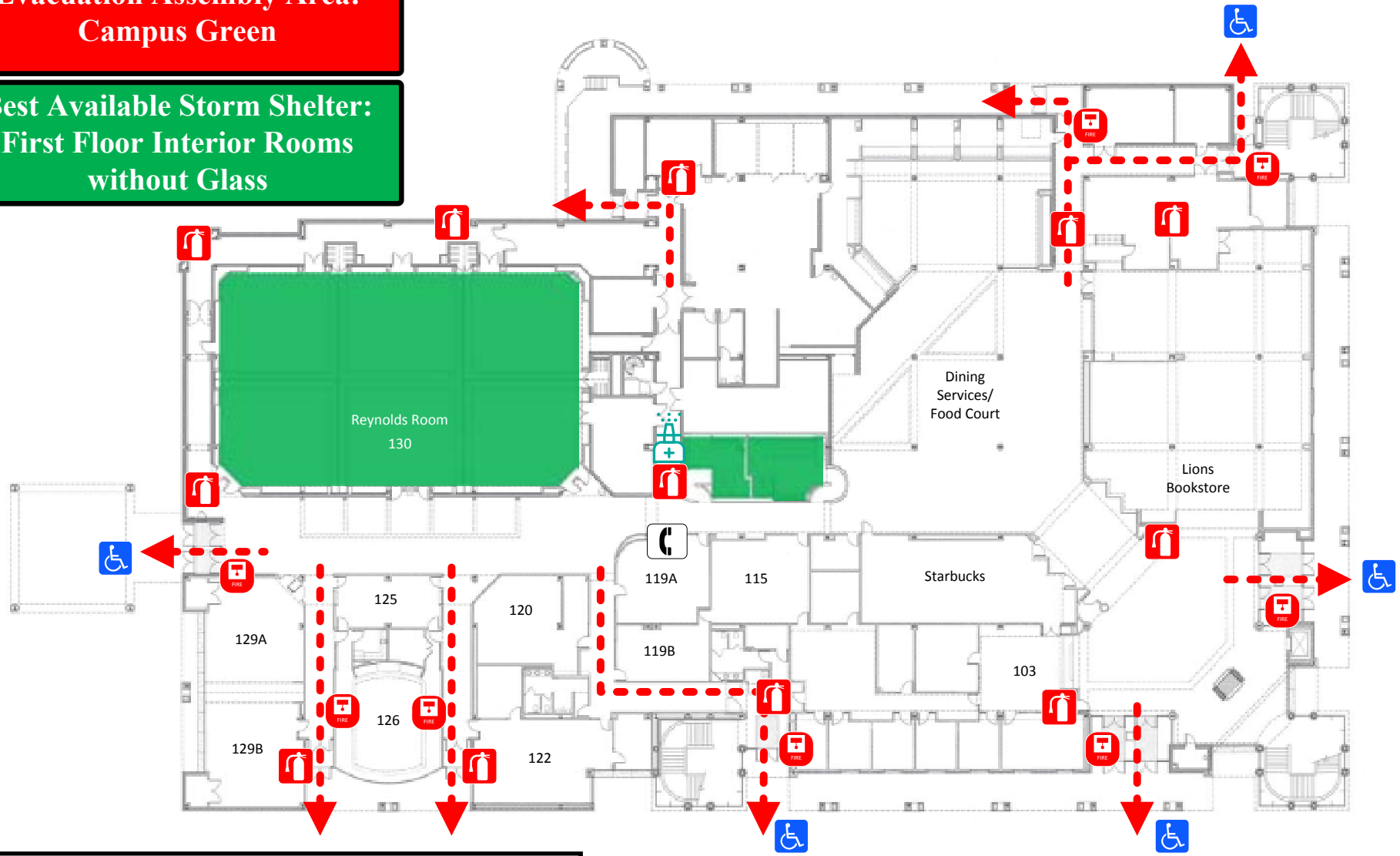
**Evacuation Assembly Area:
Between Smith-Pendergraft
Campus Center and Math-Science**






**Emergency Information
Sebastian Common's Housing Office**



**Evacuation Assembly Area:
Campus Green**

**Best Available Storm Shelter:
First Floor Interior Rooms
without Glass**

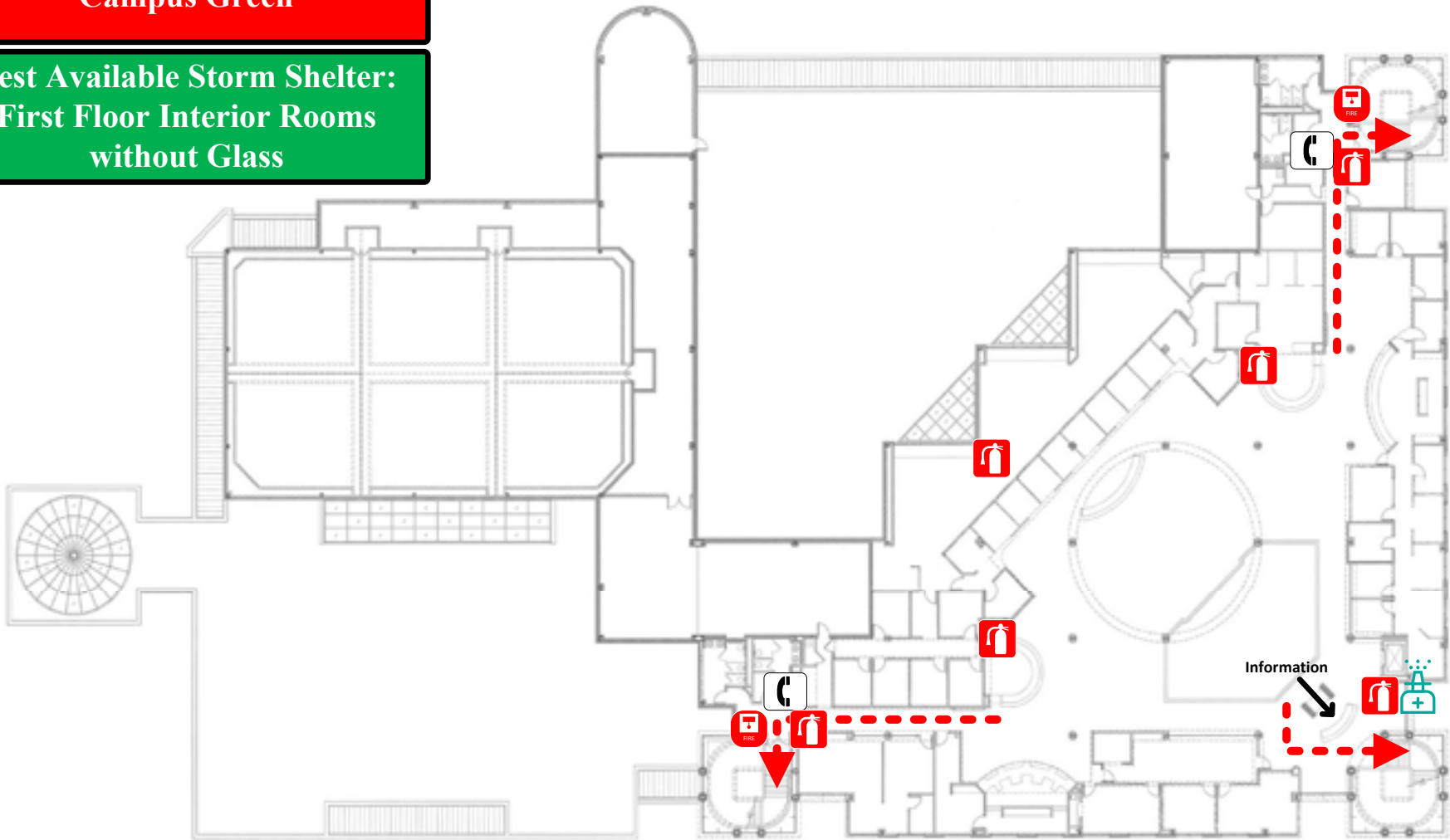





	Fire Extinguisher		Fire Alarm Pull
	Narcan Kit		Wheelchair Accessible Exit
	Phone		

Emergency Information
Smith-Pendergraft Campus Center 1st Floor 

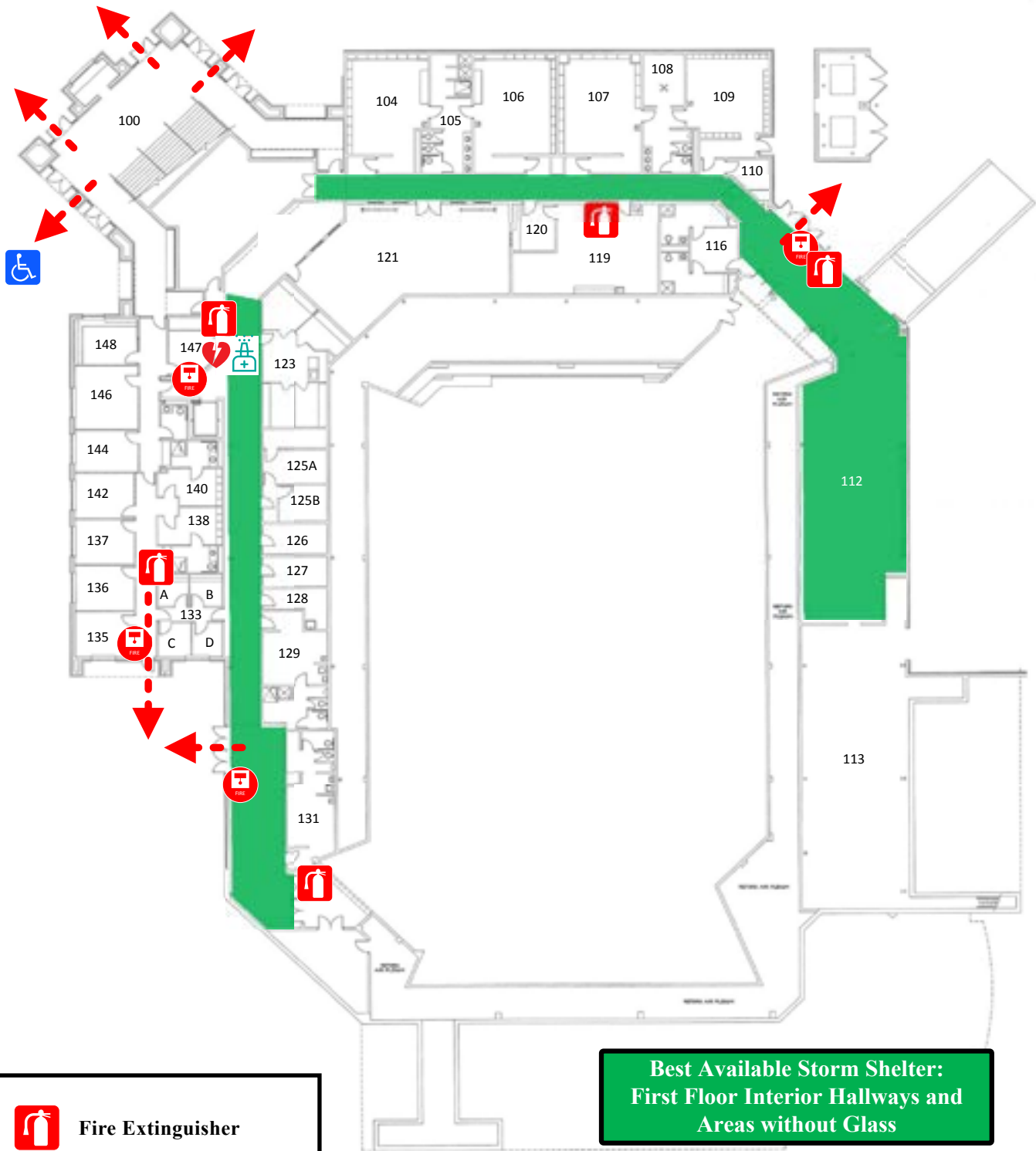
**Evacuation Assembly Area:
Campus Green**

**Best Available Storm Shelter:
First Floor Interior Rooms
without Glass**



	Fire Extinguisher		Fire Alarm Pull
	Narcan Kit		Phone

**Emergency Information
Smith-Pendergraft Campus Center 2nd Floor** 



	Fire Extinguisher
	Fire Alarm Pull
	AED and Narcan Kit
	Wheelchair Accessible Exit

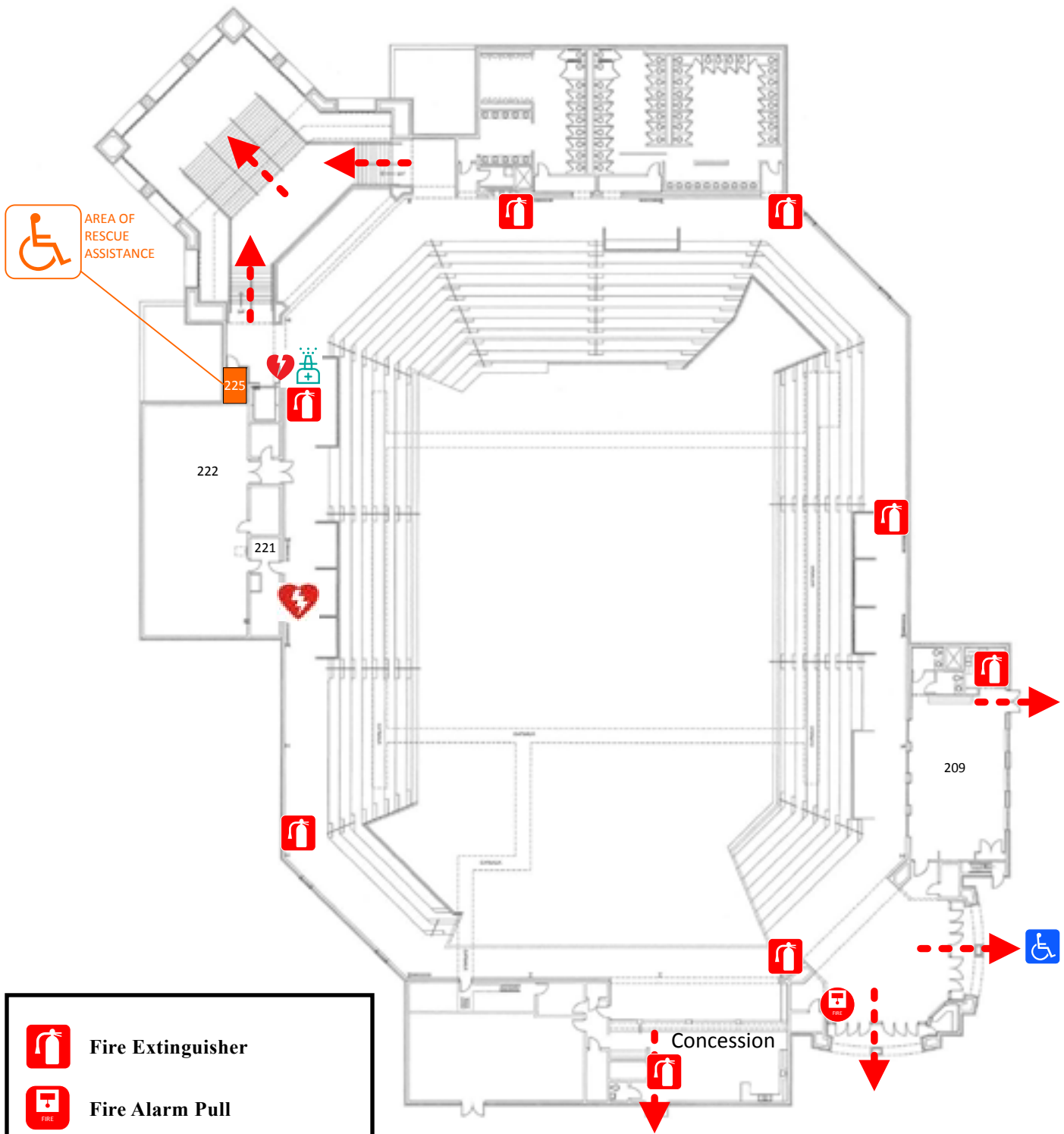
Best Available Storm Shelter:
 First Floor Interior Hallways and
 Areas without Glass






Evacuation Assembly Point:
 East Side Next to Crowder Field

Area of Rescue Assistance Located
 on 2nd Floor, Room 225

**Emergency Information
 Stubblefield Center
 1st Floor**





	Fire Extinguisher
	Fire Alarm Pull
	AED and Narcan Kit
	Wheelchair Accessible Exit
	AREA OF RESCUE ASSISTANCE

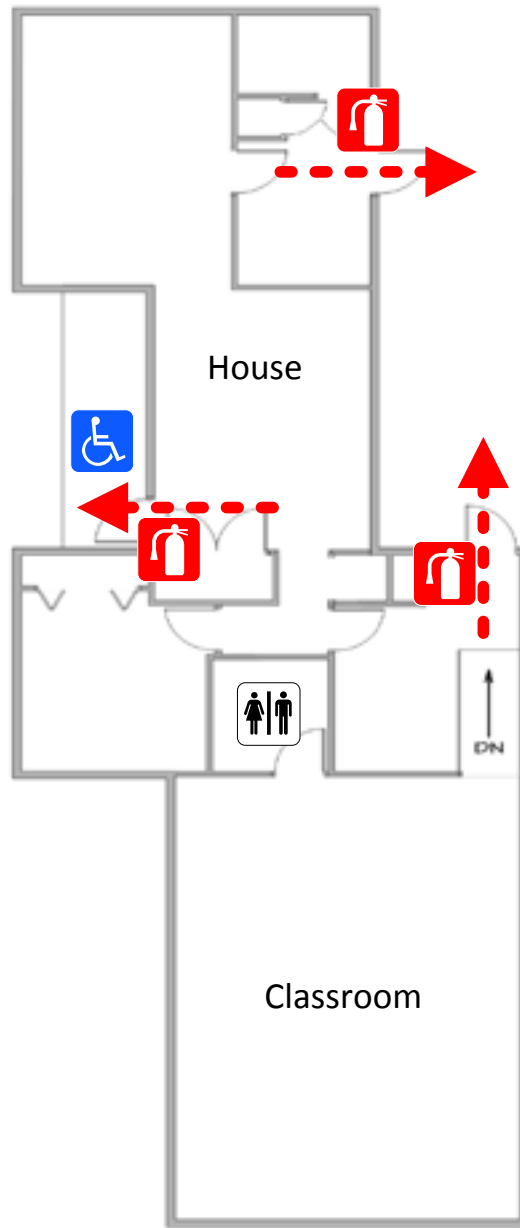
**Best Available Storm Shelter:
First Floor Only**

**Evacuation Assembly Point:
East Side Next to Crowder Field**

**Emergency Information
Stubblefield Center
2nd Floor**



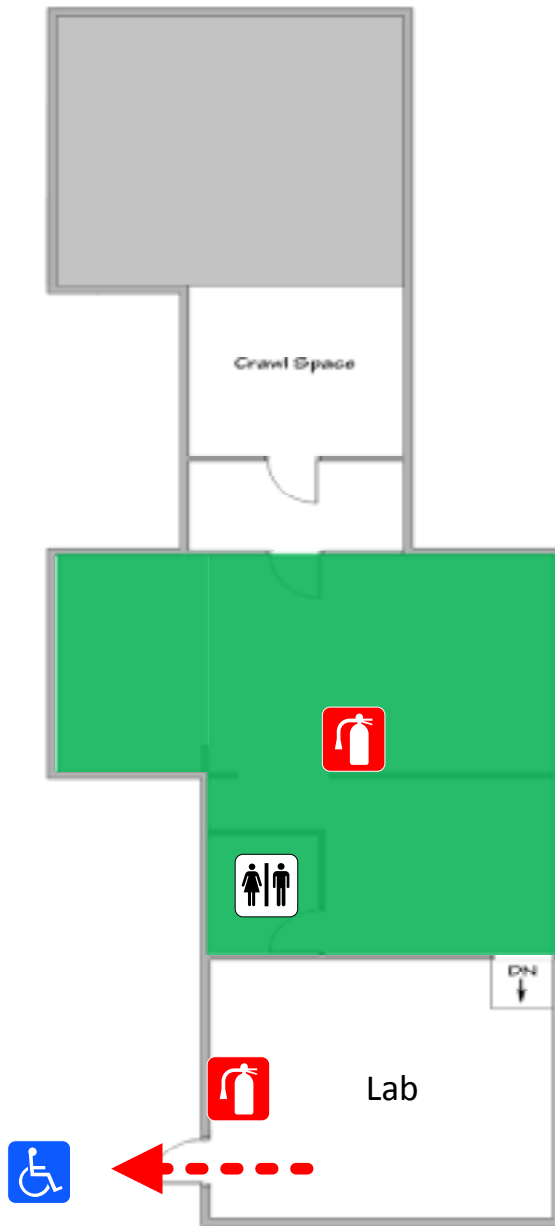
16.01.25 LC



	Fire Extinguisher
	Wheelchair Accessible Exit

**Evacuation Assembly Area:
Lot B, South of the Building**

**Best Available Storm Shelter:
Interior Rooms on Lower Level**



	Fire Extinguisher
	Wheelchair Accessible Exit

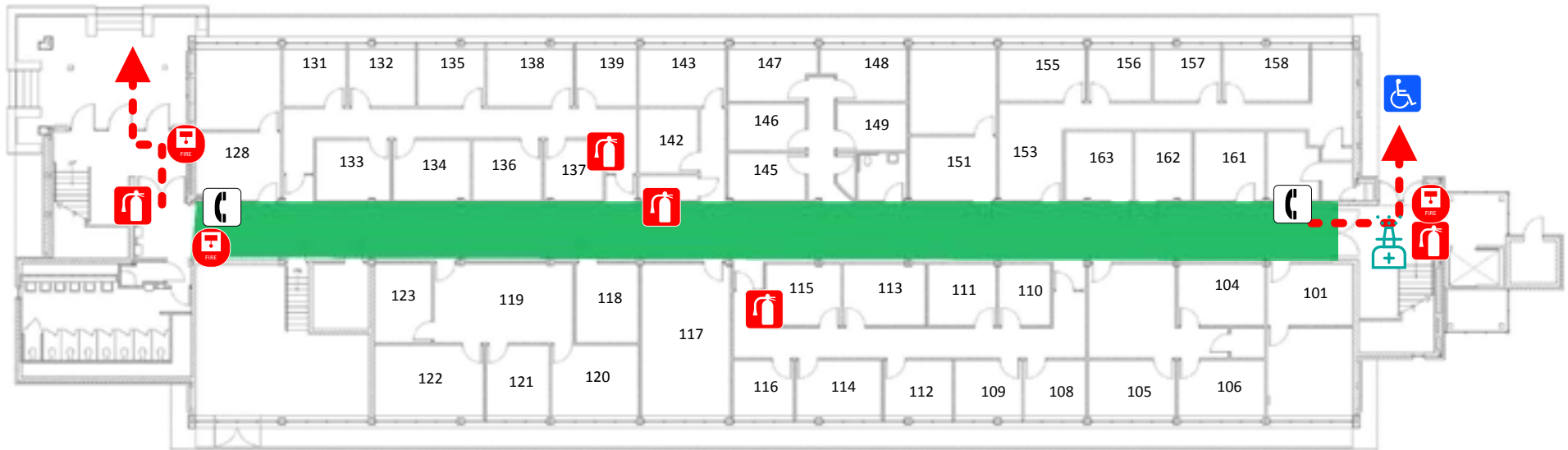
**Evacuation Assembly Area:
Lot B, South of the Building**






**Best Available Storm Shelter:
Interior Rooms on Lower Level**

**Emergency Information
Sustainable Conservation House
Lower Level**



16.01.25 LC



	Fire Extinguisher		Fire Alarm Pull
	Narcan Kit		Wheelchair Accessible Exit
	Phone		






**Evacuation Assembly Area:
North Lawn**

**Best Available Storm Shelter:
Interior Hallway and Rooms
without Glass**

**Emergency Information
Vines Building
1st Floor**





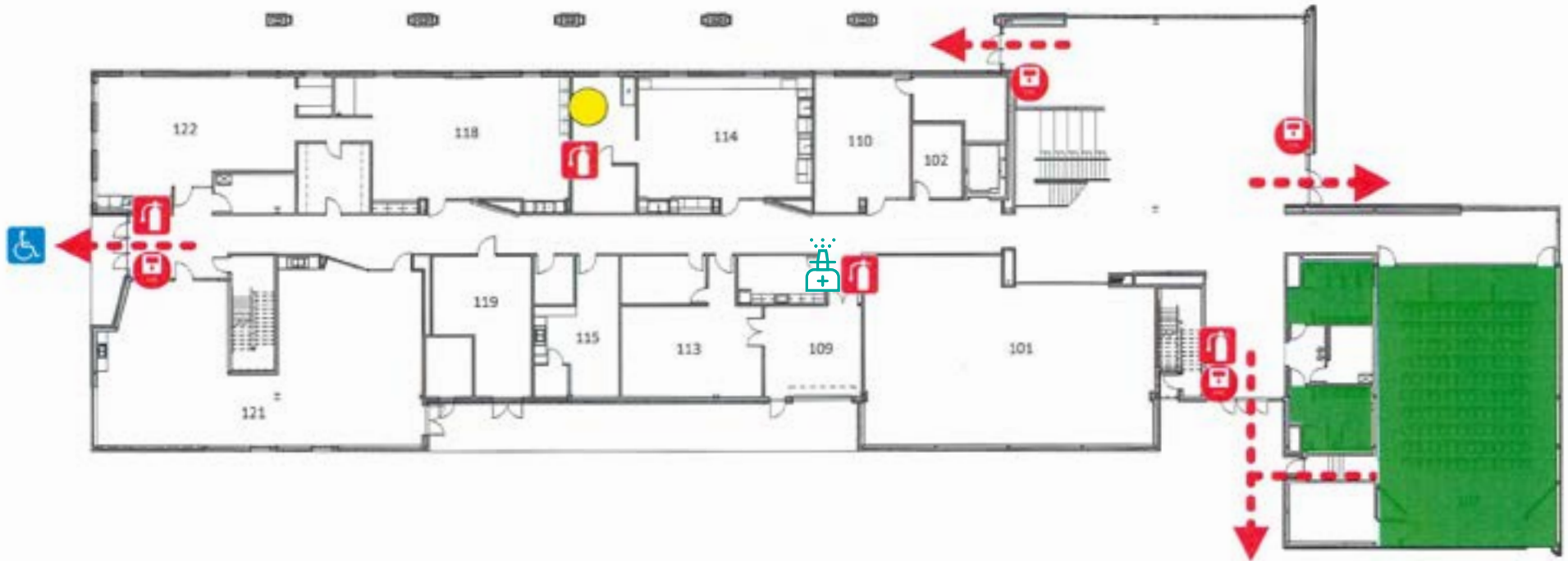
	Fire Extinguisher		Fire Alarm Pull
	Phone		Wheelchair Accessible Exit
	ADA Evacuation Chair		






**Evacuation Assembly Area:
North Lawn**

**Best Available Storm Shelter:
First Floor Only**

**Emergency Information
Vines Building
2nd Floor**





	Fire Extinguisher		Fire Alarm Pull
	Narcan Kit		Wheelchair Accessible Exit
	Eyewash/Safety Shower		




**Evacuation Assembly Area:
Lot F, South of the Building**

**Best Available Storm Shelter:
Restrooms and Interior Rooms
without Glass**

**Emergency Information
Windgate Art & Design
1st Floor**





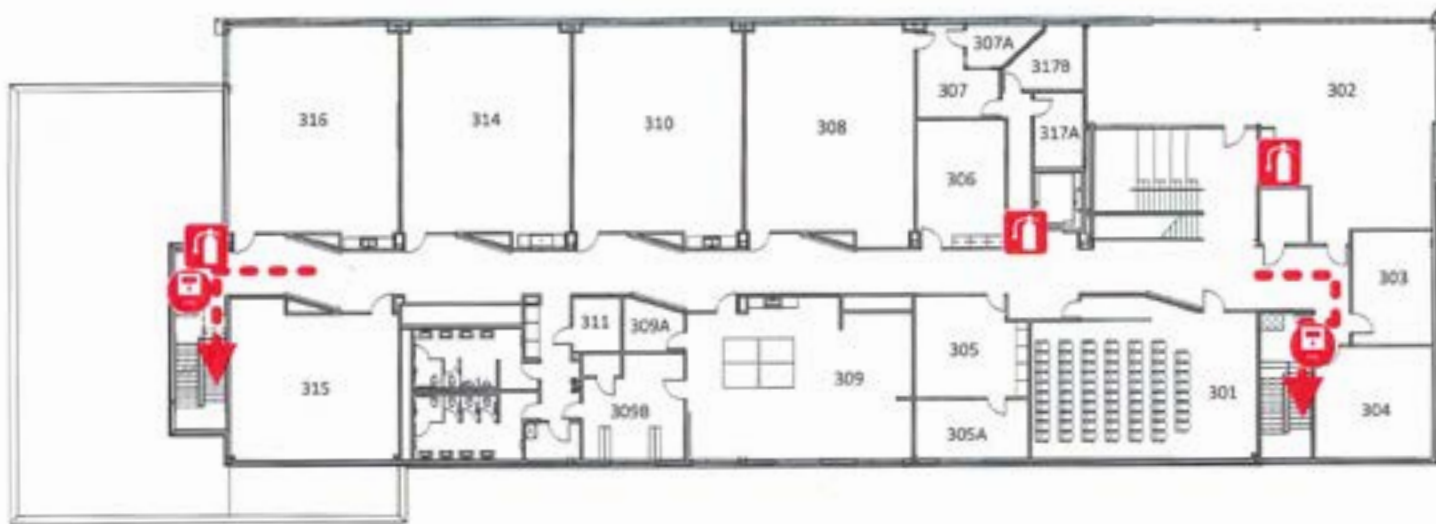
	Fire Extinguisher		Fire Alarm Pull
	Eyewash/Safety Shower		




**Evacuation Assembly Area:
Lot F, South of the Building**

**Best Available Storm Shelter:
First Floor Only**

**Emergency Information
Windgate Art & Design
2nd Floor**





	Fire Extinguisher		Fire Alarm Pull
	Eyewash/Safety Shower		

**Evacuation Assembly Area:
Lot F, South of the Building**

**Best Available Storm Shelter:
First Floor Only**

**Emergency Information
Windgate Art & Design
3rd Floor**



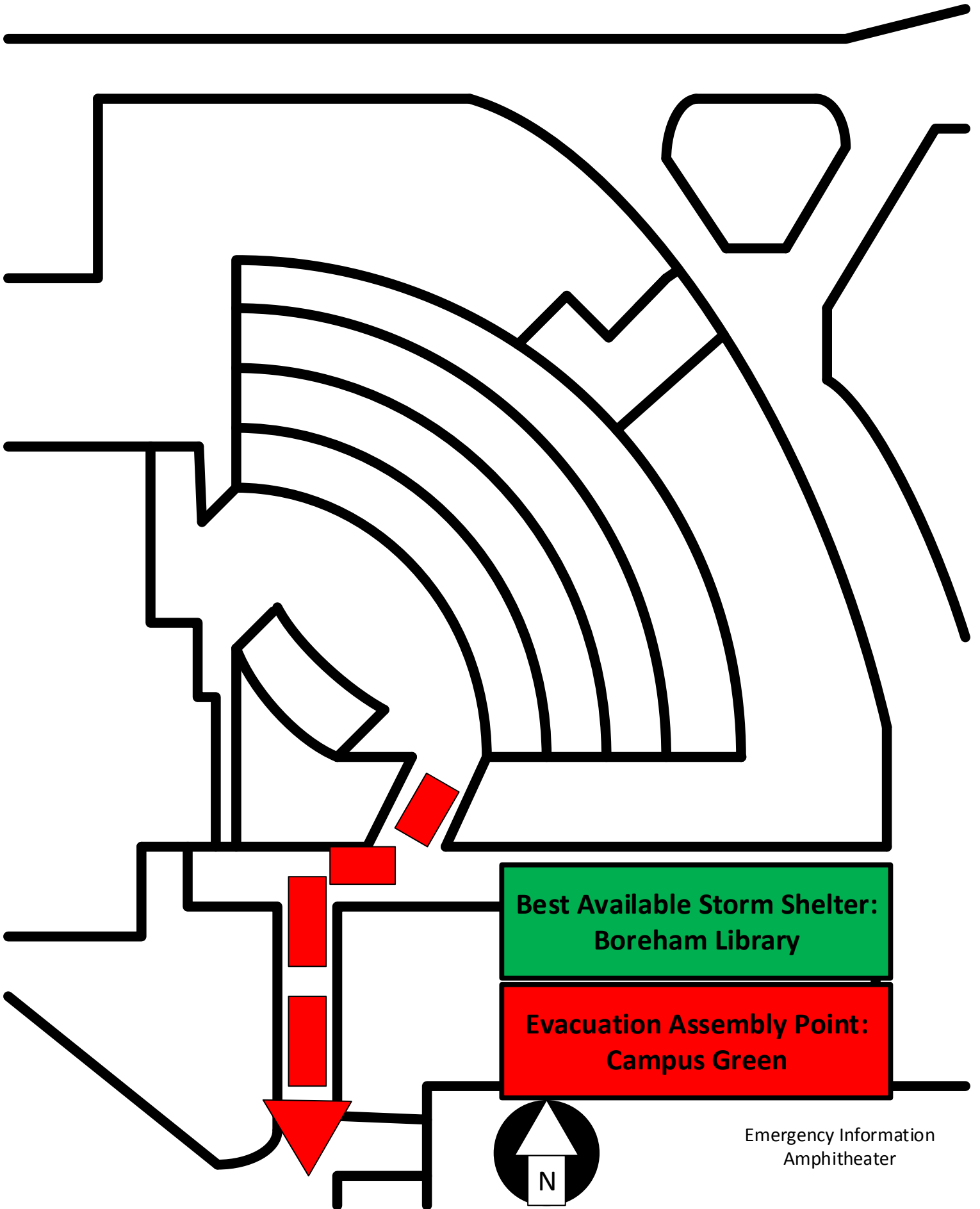
Appendix B Parking Lot Map

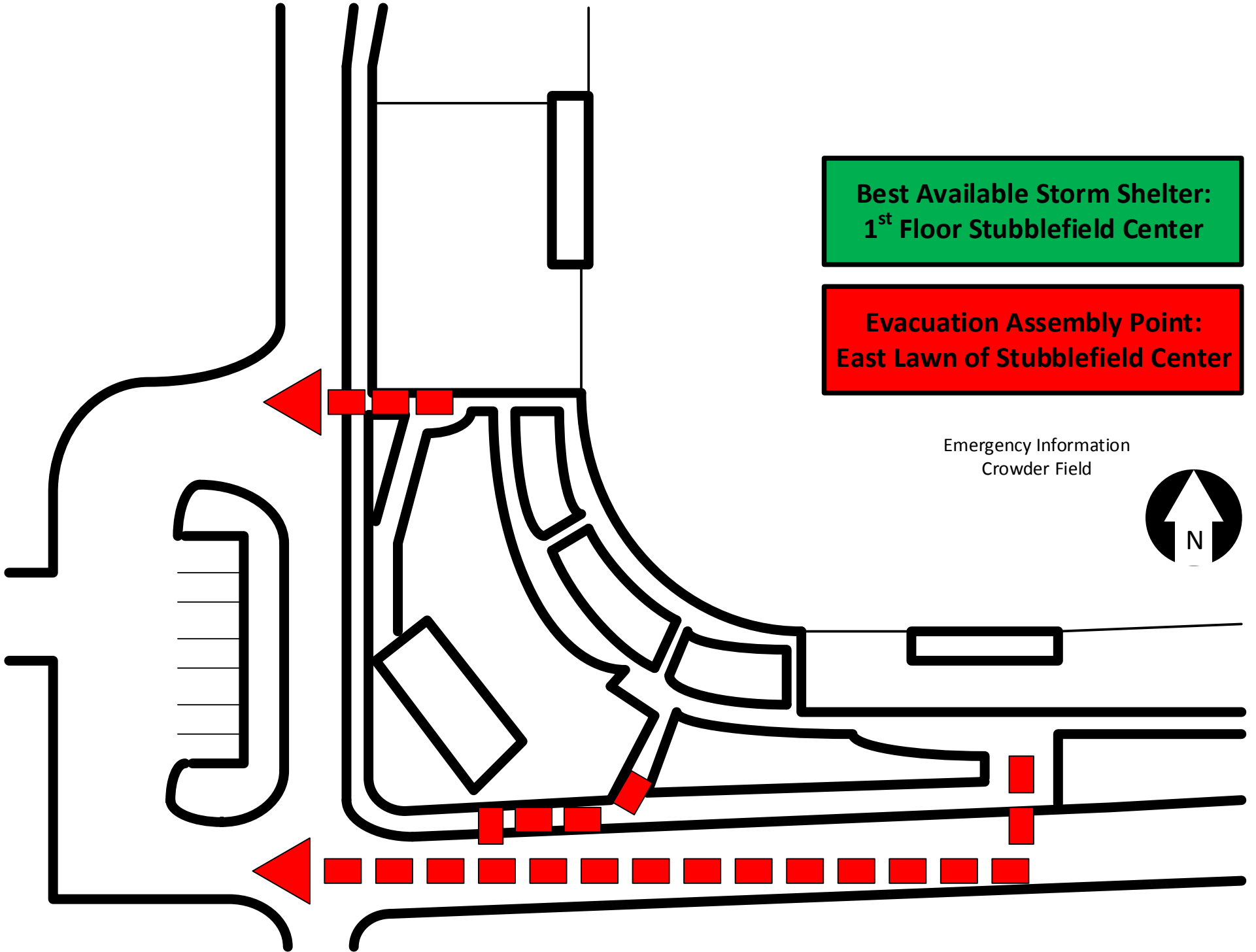


Appendix C

Area Emergency Maps

1. [Amphitheater](#)
2. [Crowder Field](#)
3. [Intramural Field](#)

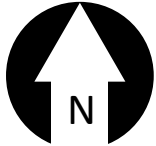


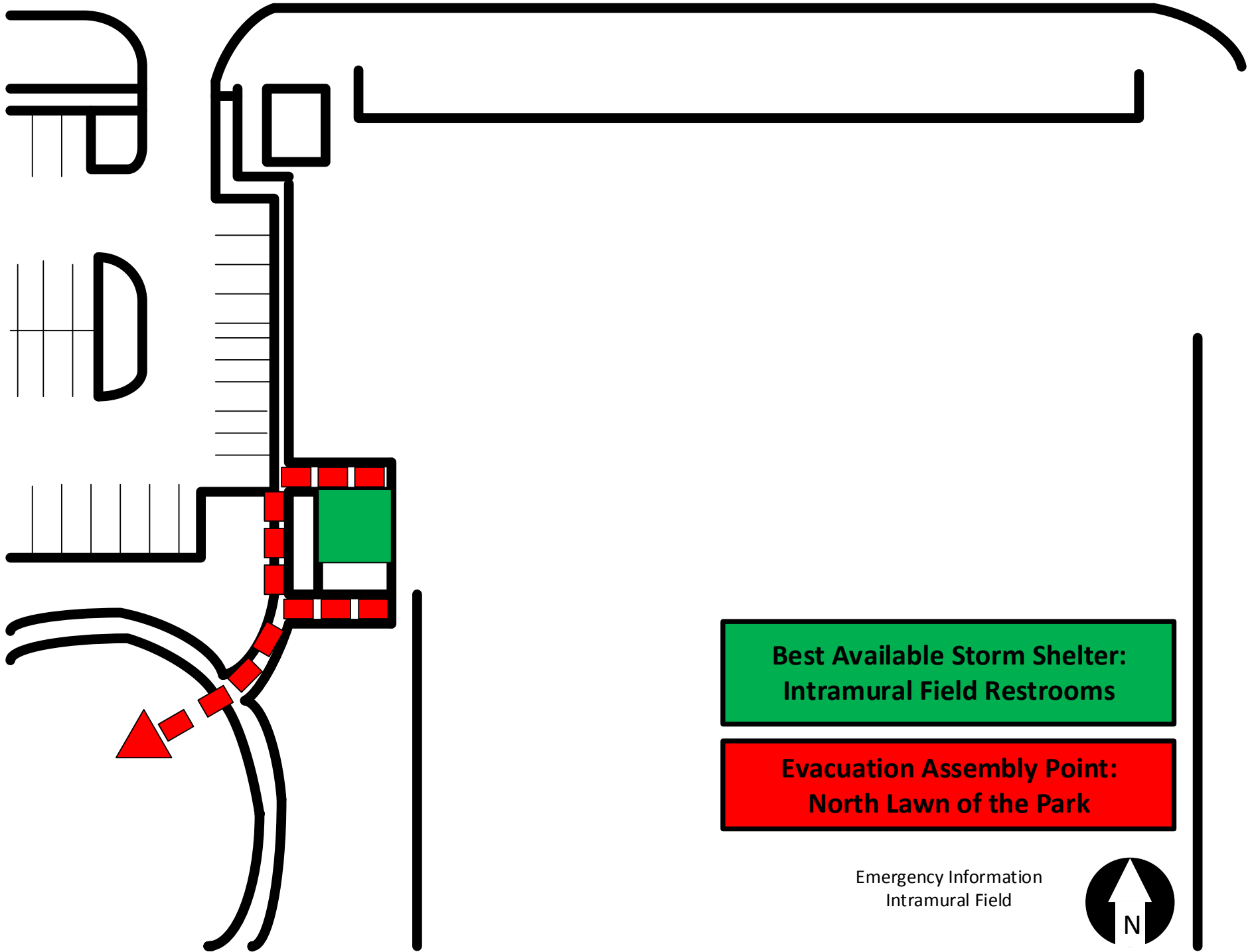


**Best Available Storm Shelter:
1st Floor Stubblefield Center**

**Evacuation Assembly Point:
East Lawn of Stubblefield Center**

Emergency Information
Crowder Field

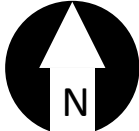




**Best Available Storm Shelter:
Intramural Field Restrooms**

**Evacuation Assembly Point:
North Lawn of the Park**

Emergency Information
Intramural Field



Appendix D

Fire Suppression & Evacuation Quick Reference Guide



BUILDING	SPRINKLERED	VOICE EVACUATION
1	NO	NO
2	NO, custodial closets yes	NO
3	NO	NO
4	NO	NO
5	NO	NO
6	YES	NO
7	NO	NO
8	NO	NO
9	YES	YES
10	NO	NO
11	YES	NO
12	NO	NO
13	YES	YES
14	YES	YES
15	YES	YES
16	YES	YES
17	NO, custodial closets yes	NO
18	YES	YES
19	N/A	NO
20	YES	NO
21	YES	NO
22	NO	YES
23	NO	NO
24	NO	NO