# Emergency Quick Reference Guide

**CALL:** X6666 OR 470-578-6666 OR TEXT 770-356-3866

## Fire
- When a fire alarm sounds, EVACUATE
- Gather your personal belongings, if time permits (coats, keys, purse, etc.), and exit the building
- Do NOT use elevators
- Use stairs to reach ground level
- Follow all instructions given by Crisis Coordinators wearing orange vests and/or black and gold KSU I.D. badges

## Evacuation
- When evacuation is ordered, follow the directions of Crisis Coordinators, Public Safety, and Campus Administrators.
  - Take personal belongings if time permits
  - Evacuate in a safe, orderly manner via the closest exit
  - Help direct people with special needs to a safe place
  - Do NOT use elevators to transport people
  - Do not re-enter the building until Campus Administrators issue the “ALL CLEAR” message

## Tornado Warning
- You will receive a message via KSU’s mass notification system
- Shelter in place
- Select an interior room closest to ground level
- Stay away from exterior doors and windows
- If in residence halls, move to the lowest level
- Remain sheltered in place until Campus Administrators give the “ALL CLEAR” message

## Shelter-in-Place
- If outside, seek shelter indoors immediately
- Remain inside for your own safety
- Select interior rooms closest to ground floor
- Stay away from exterior doors and windows
- Do not exit building until Campus Administrators issue the “ALL CLEAR” message

## Active Shooter
- Run, hide, or fight
- DO NOT activate fire alarms
- Help direct people with special needs to a safe place
- Go to the nearest room or office
- Close, lock, & barricade doors and cover windows
- Silence cell phones
- DO NOT answer the door
- Remain calm, quiet and patient
- Remain in a secure location until Campus Administrators issue the “ALL CLEAR” message

## Secure-in Place
- Remain indoors for your own personal safety
- Lock exterior doors
- DO NOT exit the building
- Remain in a secure location until Campus Administrators issue the “ALL CLEAR” message
- If outside:
  - Seek shelter inside the building closest to you
  - Stay indoors
  - Go directly to an enclosed, windowless area
  - Help direct people with special needs to a safe place

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For small fires, and if trained, use a fire extinguisher and remember P.A.S.S. “Pull, Aim, Squeeze, Sweep”

Pull the pin, aim at base of fire, squeeze the handle, sweep from side to side.