



Department of Public Safety  
Office of Emergency Management

# 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

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