# Emergency Procedures
## The University of Memphis

## Emergencies
### Call Police Services
678-4357/HELP

### Severe Weather
#### Tornado
- **If indoors:**
  - Move quickly to a safe interior area without windows (e.g., hallways, basements, restrooms).
  - Move to the lowest levels using stairways, NOT elevators.
  - If possible, close all doors as you leave an area.
  - Stay away from windows, doors, and exterior walls.
  - Do **NOT** go outdoors.

- **If outdoors:**
  - Get inside if possible.
  - Stay away from trees, power lines, utility poles, and other hazards.
  - Curl up in a ditch or low-lying area; stay low to the ground; use your arms to protect your head and neck.

#### Earthquake
- "Drop, Cover, and Hold" under a table or desk or against an inside wall, not in a doorway, until the shaking stops.
- After the shaking stops, check yourself and others for injuries and move toward the nearest exit or alternate exit.
- Evacuate the building.
- Do not leave the area/campus without reporting your status to your instructor or supervisor.

#### Power Outage
- Remain calm; provide assistance to others if necessary.
- Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.
- Turn off and unplug computers and other voltage sensitive equipment.
- For information about a prolonged outage, call Physical Plant at 678-2075.

#### Fire
- Remain Calm.
- Activate the nearest fire alarm pull station and call 911 or 4357/HELP from a campus phone; call 911 from a cell phone; or if available in the lobby, use the red emergency phone.
- Evacuate the building.
- Do **NOT** use elevators!
- Do **NOT** enter the building until authorized by emergency personnel.

#### Evacuation
- Remain calm.
- Evacuate using the nearest safe stairs and exit.
- Do **NOT** use elevators!
- Gather personal belongings (medication, keys, purses, wallets, etc.), but only if safe to do so.
- Follow directions given by emergency personnel.
- Go to identified assembly points at least 500 feet from the affected building.
- Assist persons with disabilities or injuries without jeopardizing your safety.
- If you are unable to evacuate due to a physical disability, go to a safe location (e.g., stairwell) and wait for assistance. Ask others to inform emergency personnel of your location.

#### Hazardous Materials Release
- If an emergency exists or if anyone is in danger, move away from the site of the hazard to a safe location.
- Follow the instructions of emergency personnel.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed or have information about the release.

### Suspicous Person
- Do not physically confront the person.
- Do not let anyone into a locked building/office.
- Do not block the person’s access to an exit.
- Call 911 or 4357/HELP from a campus phone; 911 from a cell phone; or if available in the lobby, use the red emergency phone.
- Provide as much information as possible about the person and their direction of travel.

### Suspicous Object
- Do not touch or disturb the object.
- Do **NOT** use a cell phone!
- Call 911 or 4357/HELP from a campus phone; or if available in the lobby, use the red emergency phone.
- Notify your instructor or supervisor.
- Be prepared to evacuate.

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