

# 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.

## SUSPICIOUS 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.

## SUSPICIOUS 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.

## 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.

## 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.

## 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.

## 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.

## EVACUATION

- Remain calm.
- Evacuate using the nearest safe stairs and safe 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.

### If there is time:

- Turn off all electronics including computers (except in cases of leaking gas or other flammable substances).
- Secure any hazardous materials or equipment before leaving.

9/23/05

**EMERGENCY: 678-4357/HELP**