

EMERGENCY PROCEDURES

Quick Reference

Campus Emergency Preparedness:

Know your Safe Evacuation Supervisor for your campus
 Know where designated shelter areas and outside assembly areas are located
 Stay alert to sirens, announcements and/or School Messenger alerts
 Discuss preparedness with friends and campus community members

To report a campus emergency call: Dial 911 for Marked Tree Police.

For Non-emergencies, suspicious behavior and/or activity on campus you can submit an ASUN Incident Report located on the ASUN website under Department of Safety. If you have questions, send an email to safety@asun.edu.

Campus Violence

- Determine the most reasonable way to protect your own life and call 911 when it is safe to do so.
- **RUN.** Evacuate if you can. (This may be your best chance for survival.) Have an escape route in mind. Take only what is needed with you and keep your hands visible.
- **HIDE** in an area outside of the shooter's view. Block entry to your hiding place and lock doors. Turn off lights and silence electronic devices.
- **FIGHT** as a last resort and only when your life is in imminent danger. Attempt to incapacitate the shooter. ACT with physical aggression.

Fire

- Activate the nearest fire alarm and call 911, if possible. If there are no fire alarms, knock on doors, and yell "FIRE" as you exit the building.
- Evacuate the building.
- Feel closed doors with the back of your hand. Do not open if doors are hot.
- Move well away from the building when evacuating and assemble at designated assembly areas.
- Do not re-enter the building until cleared by authorized personnel.

Building Evacuation

- Evacuate to the nearest exit.
- Follow directions from the Rave Alert notification system or Building Monitors.
- Provide aid to those needing assistance.
- Evacuate to safest assembly area location.
- Account for those in your classroom/area.
- Report to an Assembly Area Leader.
- Do not re-enter the building until released by Assembly Area Leader or authorized personnel.

Utility Emergency

- If you smell gas within any building, leave the building and move a safe distance away.
- While exiting the building, do not use telephones, electrical switches or any device that might trigger an explosion.
- Notify Facilities Management of the odor
- Do not re-enter the building until cleared by authorized personnel.

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.
- If asked to evacuate the building by administration or emergency personnel, exit as calmly and carefully as possible.
- Do not re-enter the building until authorized by authorities. Listen for information regarding building/ college closings.

Hazmat Spill

- If an emergency develops or if anyone is in danger, call 911.
- Move away from the site of the hazard to a safe location (up wind if possible).
- Follow instructions from emergency personnel.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed to the hazard or have information about its release.

Bomb Threat

- Immediately notify Campus Police at 870-512-7866 or call 911.
- Do not use two-way radios or cellphones.
- Survey the area for suspicious or unidentified packages.
- Take personal belongings (keys, purse, book bags, etc.)
- Evacuate to a designated safe area.
- Do not re-enter the building until authorized by emergency personnel.

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 870-512-7866 or 911. Provide as much information as possible about the person and his or her direction of travel.

Severe Weather

- If a tornado WARNING is received, seek shelter immediately in a Severe Weather Shelter Area or go to an area that is in an interior hallway or room; at the lowest level in a building; and/or an area free of windows or glass.
- Protect your body from flying debris with furniture and/or sturdy equipment, such as a desk.
- Use your arms to protect your head and neck.
- Do not attempt to drive or seek shelter in a vehicle.

Medical Emergency

- Whenever an individual is injured or becomes ill, you need to respond promptly and properly to ensure the individual receives the appropriate medical attention.
- Quickly assess the situation.
- If the injury/ illness is serious or life threatening, immediately call 911.
- Do not move the person unless it is necessary for safety reasons.
- Protect the person from unnecessary manipulation and disturbance.
- Begin CPR and other first aid measures as appropriate.
- Stay with the person until advanced medical assistance arrives.

AED Locations

- Marked Tree - Main Building, front office

Campus Contacts

Vice Chancellor
 Jeff Bookout 870-358-8614

Marked Tree Call Center
 870-358-8610