EMERGENCY PROCEDURES

Armed Individual
1. If you observe an armed individual on campus at any time, or if an individual is acting in a hostile or aggressive behavior, contact UCPD immediately by dialing 911.
2. If an armed subject is inside the building, but not in the room:
   • If you can leave the building safely, do so.
   • If flight is impossible, lock the door to the room.
   • If you cannot lock the door, and can do so safely, move to another room that can be secured. If you cannot lock the door, and cannot move to another location, barricade the door with furniture.
   • Stay out of line of sight if there are windows into the room, turn off the lights, and remain quiet.
   • Listen for instructions on the campus voice warning system.
3. If an armed subject enters your room:
   • There is no single procedure that can address all possibilities.
   • If possible, leave the room.
   • If it is not possible to leave, attempt to negotiate with the individual.
   • Attempting to overcome the armed subject with force is a last resort that should only be initiated in the most extreme circumstances.

Fire or Smoke
1. If you observe fire or smoke, leave the building immediately by the nearest stairwell. Do not use the elevator. Do not attempt to fight a fire unless you are specifically trained to do so.
2. Activate a fire alarm pull station as you leave the building. They are located by the stairwells and at each exit.
3. Call 911 to report the fire after you exit, either from a Help Phone or another building. Wait for the Fire Department near the building entrance.

Sick or Injured Person
1. Summon medical assistance by dialing 911 or using a Help Phone.
2. Have someone meet the ambulance at the building entrance.

Tornado or Severe Thunderstorm
1. Listen for instructions on the campus voice warning system.
2. In severe thunderstorms, stay indoors, away from large glass windows.
3. If a tornado warning is issued, or a funnel cloud sighted, go to the designated shelter area for the building. This is normally the lowest level interior rooms, hallways, and stairwells.

For more information:
Call 513-556-4900
www.uc.edu/pubsafety
Department of Public Safety