

EMERGENCY RESPONSE GUIDE

FIRE OR EXPLOSION:

EVACUATE



- Pull fire alarm, if able.
- Use fire extinguisher, if able.
- Shut off lights & close doors.
- If in smoke, stay low to the floor.
- Use stairs, not elevators.
- Call 9-1-1 or HU Police 727-5666.
- Meet at nearest lawn assembly site: Booker T. Washington lawn, V-C lawn, Armstrong Hall lawn, Bemis lawn.

SEVERE WEATHER:

SHELTER IN PLACE



- Go to sheltered area away from windows:
 - Interior hallway
 - Restroom
 - Under table or desk
- Close doors & windows.
- Remain sheltered until all clear is announced.

EMERGENCY:

CALL 9-1-1
or HUPD 727-5666



- Calmly state who & where you are & what occurred.
- Medical emergency:
 - Do not move patient, await first responders.
 - If cardiac arrest, locate & administer AED.
- Report suspicious persons, packages, or activities.
- Bomb threat: call 9-1-1 from landline/hard wired phone, turn off all electronics & cell phones.

Emergency Phone Numbers:

- City of Hampton Police: 757-727-6111
- Suicide Prevention Lifeline: 800-273-8255
- Poison Center Virginia: 800-222-1222

When on campus, to get help call HUPD: 727-5666.

VIOLENT INCIDENT:

LOCKDOWN



Workplace violence such as an active shooter can occur anytime, anywhere, and unfolds very rapidly. Don't wait for an official notice – act to safeguard yourself:

RUN

- Check your surroundings & assess your exit options.
- Quickly move away from the threat.
- Warn others of the danger.
- From a safe place, call 9-1-1 or HU Police at 727-5666.

HIDE

- Keep distanced from the threat.
- Block the door, turn off the lights, avoid interior windows.
- Hide quietly, silence your cell.

FIGHT

- As a last resort in imminent danger.
- Prepare to defend yourself.
- Be hyper-aggressive & commit to your actions.

When law enforcement arrives, show your hands & follow their commands.

How HU Communicates. During an emergency, the University will communicate by several methods:

- Emergency Text Messages via the Pirate Notification System
- Face to face with police or security officers, faculty/staff or building managers
- University Emails
- Phone Messages
- University Website
- Loudspeakers
- Alarms
- Local Media.

Faculty & Staff Responsibilities.

Faculty & supervisors are to lead in responding to emergencies. They are to advise their students & employees of the situation and how to respond in an evacuation, lockdown, or shelter in place, and see to their safety. Supervisors are to see to the safety of their employees in the immediate area.

Pirate Notification System. Get emergency text messages via your cell phone by signing up for the Pirate Notification System, or PNS. PNS enables university officials to immediately send critical information to the community about a wide variety of situations, including campus safety alerts, public health emergencies, campus evacuations, and class cancellations by sending a message via text message, email, and phone calls. This is a free service to university community members, and you can update your contact info and preferences at any time.

All emergencies are different and as events unfold, may require changes from this pamphlet’s general guidelines. Information you receive about an incident may be erroneous and constantly changing. You are your best defense - be prepared before an incident occurs.

8/23

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RESPONSE GUIDE**

EVACUATE



**SHELTER
IN PLACE**



LOCKDOWN



EMERGENCY



**WHAT YOU NEED
TO KNOW**