

# UNIVERSITY OF MOUNT UNION

## Emergency Response Guide

### Know when and how to evacuate

#### When Evacuating

- Leave using the nearest exit, or an alternate exit if nearest exit is blocked
- Take personal belongings as long as it does not delay you from getting out of the building
- Do not re-enter the building until instructed by emergency personnel that it is safe to do so
- Assist disabled persons; if the person cannot be moved to the exit, ask the person to remain at that location, leave the building and advise emergency personnel immediately
- Don't go back for items until the "all clear" is given
- Stay clear of the area, keeping a clear path for emergency vehicles

#### Fire

- Pull nearest fire alarm if you smell smoke or see flames
- Evacuate the building as quickly as possible at the sound of a fire alarm; staying clear of smoke and checking closed doors for heat before opening
- Do not use the elevators
- Once outside, move to a safe spot away from the building, allowing room for fire trucks to get close
- If escape is not possible, hang something out the window and call 911 or Campus Security and notify them of your location
- All building alarms (not smoke detectors) are wired in the Fire Department so they will have been automatically dispatched

#### Hazardous Materials

- If danger is indoors, evacuate the building. If danger is outside, go inside and shelter in place
- Avoid contact with spilled liquids, airborne mists or solid materials believed to be the source, and if possible, avoid inhaling gases, fumes, or smoke by covering your mouth or nose
- Alert others to stay upwind and clear of the area
- Call 911 and Campus Security at 330-428-1344
- Notify emergency personnel if you have been exposed or have information about the hazard

#### Suspicious Object

- Do not touch or disturb the object
- Call 911 or Campus Security at 330-428-1344
- Keep others in the vicinity away from the object while waiting for emergency personnel
- Prepare to evacuate if instructed by responding emergency personnel

#### Suspicious Person

- Do not confront, stop, or try to otherwise detain the person
- Note the person's description and suspicious behavior
- Call 911 or Campus Security at 330-428-1344

### Know when and how to take shelter

#### When Sheltering in Place

- Seek the most secure place possible in your location and remain there during the emergency
- Remain sheltered until you are notified by emergency personnel or official university communication that it is safe to leave
- If safe to do so, check your phone for texts or emails for latest updates from Connect-Ed

#### Active Shooter/Violent Incident

- Shelter in place or consider evacuating if it is safe to do so
- Block entry to your hiding place, locking the door if possible and hide as much as possible in the space
- Turn off lights and silence phones
- Call 911 or Campus Security at 330-428-1344
- ALICE principles:
  - Alert: tell others around you of the danger
  - Lock down: secure the room you're in
  - Inform: call 911 with details
  - Counter: if found, create a distraction
  - Evacuate: leave when it is safe to do so

#### Tornado

- If tornado siren sounds or you are alerted by other means of a tornado warning for Stark County, seek shelter immediately by going to the lowest, indoor space away from windows and glass as well as corners or outside walls
- Do not open doors or windows
- Kneel on the floor or under heavy, well-supported objects and cover your head
- Call 911 or Campus Security at 330-428-1344 to report injuries, fire, gas leaks, debris, etc

#### Medical Emergency

- If illness or injury is serious, do not attempt to move the person
- Call 911 or Campus Security at 330-428-1344 and report your location and nature of the emergency
- Send someone if available to meet the emergency personnel outside the building and direct them to the person's location

#### Utility Failures

- Call 911 immediately if there is a potential danger to an occupant
- Call Campus Security at 330-428-1344 and report the nature and location of the problem

**Not all situations can be planned for. In the absence of instructions, use your best judgment.**

**Campus Security: 330-428-1344**