



CONCORD UNIVERSITY

Emergency Procedures Quick Reference Guide

EVACUATION PROCEDURES – STRUCTURAL FIRES

- Know at least two escape routes.
- When exiting a room close the door behind you.
- If the hallway is filled with smoke, drop low to the ground, cover your nose and mouth with a damp cloth, if possible, and crawl quickly to the nearest exit. If the smoke is overwhelming or fills the entire hallway, return to and remain in your room, and follow the procedures in the section below this one.
- Pull the closest fire alarm on your way out.
- Never use the elevator during a fire alarm; always use the stairs.
- Only take personal items (eg. Cellphone, purses etc.)
- Always ask someone requiring additional assistance how you can help before attempting any emergency evacuation assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.
- Walk calmly but quickly to the nearest emergency exit.
- Proceed to the designated Emergency Assembly Area as instructed by Emergency Personnel.
- Faculty in active classes conducts a headcount of students while in EAA.
- Never re-enter a building for any reason; wait until you get the “all clear” from the CUPD, Housing Staff, or fire department to go back inside.
- **If you are not able to get out due to thick smoke and fire, you will need to “shelter in place”**
- If you are able, move to a room with an outside window.
- Call 911 if possible and let them know where you are trapped.
- Block the cracks around the door to prevent smoke from coming in.
- Stay by a window where rescuers can see you; rescue in large buildings may take some time.

RESPONSE TO ACTIVE SHOOTER

- If in a room, lock down and assess situation. If possible evacuate, if not, attempt to further secure the room.
- If outside, move off campus and continue to move away from the threat and campus until you feel safe. Remain off campus until Emergency Personnel have advised you that it is safe to return.
- Do not use your vehicle. This will result in a traffic jam, keeping you from getting off campus and slowing Emergency Personnel's response time.
- If you are in the immediate area, contact 911 with information, (location, and if possible description of shooter (s)).
- Attend a Response Options to Active Shooter Class. Contact the University Police Department to schedule a class.

SHELTER IN PLACE-HAZARDOUS MATERIALS (HAZMAT) RELEASE

- If advised to shelter for a HAZMAT incident, immediately seek shelter in nearest facility.
- Close and lock all windows, exterior doors, and any opening to the outside.
- If possible, move to an interior room above ground floor with fewest windows and vents.
- Do not leave the building until authorized by public safety officials.

INCLEMENT WEATHER

- Refer to handbook for updated information about University policy relating to inclement weather.

HOW YOU WILL BE NOTIFIED – CU ALERT

- **Text Messaging** - Concord University Faculty, Staff, and Students may sign up via: <https://www.concord.edu/cualerts> to receive emergency notifications through text message.
- **E-mail** - An email will be sent out to all Concord University email accounts. You can also sign up for an off campus email via: <https://www.concord.edu/cualerts>
- **Concord Home Page** - The home page (<https://www.concord.edu>) is updated immediately as information is available.
- **Residence Life** - University Residences have procedures for alerting people in individual halls via their resident assistants, phones, and signage.
- **Local Media** - The University works with the news media, radio, TV, newspapers, and Internet to help spread the word.

ALL EMERGENCIES CALL WITH YOUR:

CELLPHONE: 911
RESIDENCE HALL PHONE: 8-911
OTHER BUILDING PHONE: 9-911

NON-EMERGENCY PHONE NUMBERS:

Campus Police
6am-Midnight: 304-384-5357
Midnight-6am: 304-384-5132