



# PURDUE UNIVERSITY

# EMERGENCY PROCEDURES

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## QUICK REFERENCE GUIDE

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**FOR ANY EMERGENCY:  
CALL 911**

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### WHAT TO DO...

#### EVACUATION PROCEDURES--FIRES

- Activate the alarm
- When fire alarm is activated, evacuation is mandatory
- Call for help—dial 911
- Warn others
- Evacuate IAW the Building Emergency Plan or at the nearest exit
- Evacuate immediately—if possible take your belongings
- Evacuate to an area that does not impede responders
- Assist persons with disabilities, if possible
- DO NOT USE ELEVATORS
- Do not re-enter the building until authorized by Public Safety officials

#### SHELTER IN PLACE—TORNADO WARNING

- If the All Hazards Sirens are activated or you are notified of a warning, immediately seek shelter in nearest facility
- Proceed to the lowest level. If a basement is not available, seek an interior hallway or small interior room on lowest level, away from windows and doorways
- All clear will be announced over the local TV and radio stations or expiration of the initial National Weather Service warning

#### 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

#### NON EMERGENCY PHONE #s:

Purdue Police Department: 494-8221  
Purdue Fire Department: 494-6919  
Physical Facilities Services: 494-9999  
REM: 494-6371

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#### SHELTER IN PLACE—ACTIVE SHOOTER

- If advised to shelter for an active shooter incident, immediately seek shelter in nearest facility
- If possible, secure yourself and others inside a room
- Do not leave your area until authorized by Public Safety officials

#### How *you* will be notified...**Purdue ALERT** (Our emergency warning notification system)

- All-Hazards Emergency Warning sirens: (**Shelter In Place**)
- Fire alarms: (**Evacuate** the building)
- Email: An e-mail will be sent to all people with a **purdue.edu** address
- Text messaging: Purdue University faculty, staff and students may sign up via the Purdue website to receive an emergency notification text message
- Purdue home page: The home page ([www.purdue.edu](http://www.purdue.edu)) is the focal point for all campus-related emergencies
- 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
- Facebook: Individuals can sign up for a Facebook account ([www.facebook.com](http://www.facebook.com)) and join the Emergency Notification Group
- Boiler TV: The Boiler Television Emergency Alerting System may also broadcast emergency information

FOR MORE INFORMATION: [http://www.purdue.edu/emergency\\_preparedness/](http://www.purdue.edu/emergency_preparedness/)  
(PLEASE POST)

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