

BOWLING GREEN STATE UNIVERSITY

EMERGENCY PROCEDURES

FIRE

1. Close door behind you to contain fire.
2. Sound alarm by using fire alarm pull station.
3. Immediately and calmly evacuate building. Do not use elevator – use stairwell only.
4. **CALL 911** – Give location and description.
5. Do not re-enter the building for any reason. Only emergency personnel can authorize re-entry.

Note: Use portable fire extinguishers only if you have been trained and it is safe to do so. Use on very small fires only. Safe evacuation is your main priority.

MEDICAL - SEVERE ILLNESS OR INJURY

1. Check the scene. Do not place yourself in a life-threatening situation.
2. **CALL 911** – Give location and description of incident.
3. If you are trained in CPR and/or first aid, assess the need for support.

CRIMES IN PROGRESS OR SUSPICIOUS PERSONS

CALL 911 and give information on the person and situation.

SUSPICIOUS OBJECT OR PACKAGE

1. Do not touch or disturb the object or package.
2. If there is a written threat or suspicious substance, leave object and vacate room. Wash hands.
3. **CALL 911** and follow Dispatcher's instructions. Wait for emergency officials.

BOMB THREAT

1. Get as much information as possible from the caller (location, when it was placed, etc.)
2. **CALL 911** and follow Dispatcher's instructions.

TORNADO

1. Monitor local weather stations with radio, weather radio, or TV.
2. Know your shelter locations, listed on tornado information posters in building.
3. Seek shelter when tornado warning siren or other warning systems advise.
4. Take battery-powered radio to shelter to monitor weather conditions.

HAZARDOUS MATERIALS INCIDENT - CHEMICAL OR RADIATION SPILLS, LEAKS

1. Evacuate to a safe distance.
2. **CALL 911** – Give location and description of material.
3. Prevent access to area until response team arrives.
4. If chemical or radiation material contacts eyes or skin, flush immediately and continuously for at least 15 minutes. Use eye wash station, safety shower or other water source.

UTILITY EMERGENCIES - GAS LEAK, FLOODING, ELEVATOR OR POWER FAILURE.

CALL 372-7647, M-F 8:00A.M. - 5:00 P.M., After these hours, call Public Safety at 372-2346.