EMERGENCY PROCEDURES
http://www.austincc.edu/ehs/emergencyprocedures

EVACUATION INFORMATION
- Evacuate the building using the nearest safe exit (know alternate exits if nearest exit is blocked).
- Take personal belongings (wallet/purse, keys, etc.) only if immediately accessible.
- Walk, don’t run.
- Do not use elevators!
- Follow directions given by Campus Emergency Coordinators or emergency officials.
- Go to designated rally point. Do not re-enter the building until authorized.
- Assist persons with disabilities or special needs.
- Report people missing or injured to the Campus Emergency Coordinator.

SHELTER IN PLACE
- Stay in the building. Close windows and doors.
- Move to an interior room or space away from as many windows as possible. It may be necessary to move to a higher or lower floor or into a hallway.
- Do not use elevators.
- Follow instructions of Campus Emergency Coordinators.
- Remain in the shelter until emergency personnel notify you that it’s safe to leave.

EARTHQUAKE
- “Drop, Cover, Hold” under a table or desk or against an inside wall—not in a doorway—until the shaking stops.
- After shaking stops, check yourself and others for injuries and more toward the nearest safe exit.
- Evacuate the building.
- Go to designated evacuation rally point.
- Do not leave the area/campus without reporting your status to the Campus Emergency Coordinator for your area.

FIRE
- Activate the nearest fire alarm and call 222 from a campus phone or 223-7999 from a non-campus phone.
- Evacuate the building and go to designated rally point. Do not re-enter building until authorized.

HAZARDOUS MATERIALS RELEASE
- If an emergency occurs or if anyone is in danger, call 222 from campus phone or 223-7999 from a non-campus phone.
- Move away from hazard site to safe location. Follow the instructions of Campus Emergency Coordinators.
- Alert others to stay clear of area.
- Notify emergency personnel if you’ve been exposed or have information about the release.

POWER OUTAGE
- Remain calm. Provide assistance to others if necessary.
- Move cautiously and retrieve a flashlight. Proceed to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.
- Turn off or unplug computers and other voltage-sensitive equipment.
- For information about a prolonged outage, tune into radio or go to ACC website for updates http://www.austincc.edu/

SUSPICIOUS PERSON
- Do not physically confront the person.
- Do not let anyone into a locked building or office.
- Do not block the person’s access to an exit.
- Call 222 from a campus phone or 223-7999 from a non-campus phone. Provide as much detail as possible about the person and their direction of travel.

SUSPICIOUS OBJECT
- Do not touch or disturb object.
- Call 222 from a campus phone or 223-7999 from a non-campus phone.
- Notify your Campus Manager.
- Be prepared to evacuate.

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