Emergency Management
Where do I fit in the puzzle?
Students
Roles and Responsibilities
The Role of the Building Manager

- Students play a crucial role in ensuring their own safety during an emergency.

- Students assist by:
  - Evacuating buildings promptly
  - Being familiar with building lock-down
  - Gaining information from credible sources
  - Ensuring that they have been accounted for
What are my Responsibilities?

- Familiarization with evacuation plans
- Familiarization with Severe Weather Map
- Know how to access information about the incident
- Familiarization with building lock-down procedures
- Making sure that you have been accounted for
- Making sure that you do not hinder emergency responders in the performance of their duties
Evacuation Procedures

- Familiarize yourself with evacuation plans for the building
- Know when to evacuate
  - Fire alarm
  - Hazardous substance*
- Know who to contact in case of evacuation
  - Call Ext. 5000
- Know all of the emergency exits for the building
- Follow the instructions of faculty and staff members on where to assemble after evacuation

* The building will not always be evacuated during these situations. The threat will be assessed and the need to evacuate will be determined by university officials and emergency responders.
Severe Weather

- Familiarize yourself with the Severe Weather Map
  - Know which buildings are safe during severe weather
  - Know where to evacuate to during severe weather if the building or area you are in is unsafe
- Follow all instructions given by faculty, staff, and emergency responders
Severe Weather Map

Harding University Severe Weather Plan

Legend:
- Go to an interior corridor. Stay away from windows.
- Go to an interior corridor on the first floor. Stay away from windows.
- Go to the basement.
- Evacuate this building if conditions permit.
Communication

- Report an emergency to Public Safety immediately by dialing ext. 5000
- Relay information regarding the emergency to faculty and staff within the building
- Faculty and staff members will provide information to you regarding the nature of the emergency
Accessing Information

- How to access information about the emergency
  - Pipeline
  - TV 16
  - KVHU (95.3 FM)
  - E-mail
  - Telephone 279-INFO (279-4636)
Lock-Down Procedures

- Building lock-down will be initiated if there is a potential for violence on campus.
- Lock-down will be signaled by a series of short rings on the classroom bell system.
Lock-Down Procedures (Cont.)

- Once the notification is received to initiate lock-down procedures, you should:
  - Immediately proceed to the nearest building and seek shelter
  - If inside the classroom, remain inside the classroom and make sure that your professor locks the door
  - If inside the dorm, proceed to your dorm room and lock the door
  - Remember to stay away from windows
Check Pipeline, TV 16, KVHU, and E-mail for further information about the nature of the emergency.

Do not leave the safe area until the all clear has sounded or you are instructed to do so by emergency responders.

The all clear signal for lock-down is a series of alternating short and long rings on the classroom bell system.
Accountability

- You will be responsible for making sure that you are accounted for
- Provide your name to your professor, RLC, or other staff member
- Once you have been accounted for, do not leave the area until you are told that it is safe to do so