REMAIN CALM & FOLLOW THESE INSTRUCTIONS

HOW TO REPORT AN EMERGENCY
Report all emergencies by dialing 911 from your cell phone or campus phone. Do not hang up until the dispatcher instructs you to. Inform them of the nature of the emergency, number of injured people, and the exact address or building, floor, area, or department.

SHELTER-IN-PLACE
Shelter-in-place during a weather or other outdoor emergency:
• Find a sturdy building and go inside.
  Stay away from windows, glass, and objects that could fall on you.
• Find additional information at www.vt.edu or 540-231-6668.

SECURE-IN-PLACE
Secure-in-place during violence or active assailant:
• Secure the room or building by locking or barricading the door.
• Call 911 and indicate what is happening.
• Close blinds, block windows, silence cell phones, and stay quiet.
• Stay behind solid objects, such as desks.

FIRE / EVACUATION
Evacuation routes are posted in hallways - usually near stairwells or exits.
• Activate the nearest fire alarm on your way out. If there are no fire alarms, knock on doors and yell “fire” as you exit. Call 911.
• If you hear a fire alarm, you MUST evacuate.
• Close doors as you leave.
• Know two evacuation routes for your room - look for illuminated EXIT signs.
• Do not use elevators.
• Assist individuals with disabilities if possible. If a person cannot evacuate, report their location to emergency personnel.

MEDICAL EMERGENCY
Call 911. Provide adequate space for the victim and emergency personnel.
• Unless they are in imminent danger, do not move any victim(s) until emergency personnel arrive.
• Have someone escort emergency responders to the scene.

SUSPICIOUS PERSON / OBJECT
Suspicous person:
• Do not confront the person.
• Do not let anyone into a locked building or office.
• Do not block the person’s access to an exit.
• Call 911. Provide as much information about the individual as possible, including direction of travel.

Suspicous package or object:
• Do not investigate the object.
• Call 911. Notify your instructor or supervisor.
• Be prepared to evacuate if necessary.

WARNING SIRENS & VT ALERTS
• If you hear the warning sirens, seek shelter and get inside. Shut all doors and stay away from exterior windows.
• If you receive a VT Alert, do what it says. If you are not currently signed up for VT Alerts, register at www.alerts.vt.edu.
• Find additional information at www.vt.edu or 540-231-6668.