

## General Emergency Response Recommendations

These recommendations are provided by the Office of Campus Emergency Planning. There are two basic methods to respond in emergencies that may affect persons on campus, and more specifically, individual buildings: Building Evacuation (**GET OUT**) and Shelter-In-Place (**STAY IN**).

**ONLY FOLLOW THESE ACTIONS IF SAFE TO DO SO.** When in doubt, follow your instincts - you are your best advocate!

**Building Evacuation (GET OUT)** — Action taken to leave an area for personal safety.

- Take the time to learn the different ways to leave your building **BEFORE** there is an emergency.
- Evacuations are mandatory for fire alarms and when directed by authorities! No exceptions!
- Evacuate immediately. Pull manual fire alarm to prompt a response for others to evacuate.
- Take critical personal items only (keys, purse, and outerwear) and close doors behind you.
- Assist those who need help, but carefully consider whether you may put yourself at risk.
- Look for **EXIT** signs indicating potential egress/escape routes.
- If you are not able to evacuate, go to an Area of Rescue Assistance, as indicated on the front page of this plan.
- Evacuate to Evacuation Assembly Area, as indicated on front page of this plan.
- Remain at Evacuation Assembly Area until additional instructions are given.
- Alert authorities to those who may need assistance.
- Do not re-enter building until informed by emergency response personnel that it is safe to return.

**Shelter-in-Place (STAY IN)** — Action taken to seek immediate shelter indoors when emergency conditions do not warrant or allow evacuation.

- Severe Weather
  - If you are outside, proceed to the nearest protective building.
  - If sheltering-in-place due to severe weather, proceed to the identified Storm Refuge Area or to the lowest, most interior area of the building away from windows or hazardous equipment or materials.
- Security Threat
  - If you cannot safely evacuate, find a secure area within your building to stay and await further information.
  - Assist those who need help, but carefully consider whether you may put yourself at risk.
  - Once within a safe place, attempt to secure the space (i.e.: lock doors, close windows/blinds).
  - If unable to lock the door, secure it by any means possible.
  - Remain quiet, unless making noise would be beneficial to your safety (i.e.: rescue recovery).
  - Without jeopardizing your safety, try to obtain additional clarifying information by all possible means, including the Illini-Alert Emergency Text Notification System.