# EMERGENCY PROCEDURES

## EVACUATION INFO.
- Evacuate the building using the nearest exit (or alternate if nearest exit is blocked).
- Do not use elevators!
- Take personal belongings (keys, purses, wallets, etc.)
- Secure any hazardous materials or equipment before leaving.
- Follow directions given by evacuation wardens.
- Go to Evacuation Assembly Point (EAP) designated in this building’s evacuation plan and on building emergency evacuation signs.

## REPORTING EMERGENCIES
- The quickest and easiest way to summon help is to dial 479-619-4229 or 911.
- If you need emergency police assistance pick up any campus emergency telephone and it will directly go to our dispatch center.

## FIRE/ EXPLOSION
Any person discovering a fire or explosion in a building should IMMEDIATELY:
- Activate the nearest fire alarm pull-station. The alarm will automatically be communicated to the Bentonville, and Rogers fire departments.
- IMMEDIATELY CALL 9-1-1.
- Evacuate the building. Follow evacuation procedures. Assist any injured or disabled persons, and move to a safe assembly areas well away from the building(s).

## ACCIDENT/ INJURY OR ILLNESS
- If the injury appears to be very minor and the person declines medical attention, they should be directed to the First Aid Kit nearby in their area.
- For more serious and life-threatening situations, IMMEDIATELY CALL 9-1-1.
- After calling 9-1-1, IMMEDIATELY notify the Public Safety Department at 479-619-4229.
- Give emergency first aid only IF QUALIFIED.
- Keep victim(s) calm, and as comfortable as possible, and protected until arrival of qualified emergency personnel.
- Make a written record for the Public Safety Department.

## SEVERE WEATHER
The sounding of the public tornado warning sirens, building tornado warnings or other verbal tornado warnings is the official and immediate notice to move to a place of shelter and TAKE COVER.
- Established safe shelter areas in buildings are marked by signs indicating "Severe Weather Shelter" area. If no designated area is nearby, go to an office or room without windows and take shelter.
- Emergency Response Coordinators will assist building occupants to move to severe weather shelter areas and other College employees are expected to know the locations of such shelters in their areas so they can also assist.
- Persons leaving the building rather than taking shelter do so at their own risk.
- Do not gather in locations with large glass areas or where falling structures might cause personal harm.
- In the event of a severe weather warning, Public Safety Department or Physical Plant personnel will disable the elevator to prevent its use.

## SUSPICIOUS PERSON
- Do not physically confront the person.
- Do not let anyone into a locked building/office.
- Do not block the person’s access to an exit.
- Call 479-619-4229. Provide as much information as possible about the person and their direction of travel.

## SUSPICIOUS PACKAGE
- Do not touch or disturb object.
- Call 479-619-4229
- Notify your supervisor and/or the building coordinator.
- Be prepared to evacuate.

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