

Emergency Procedures Checklist

You should be familiar with the contents of the Emergency Procedures flip chart. Your actions during an emergency can affect others, including other campus personnel, visitors, contractors, and emergency responders. Reviewing the contents in advance and regularly updating the information contained are key to surviving during an emergency.

If you are responsible for visitors or contractors, consider providing advance instruction for key scenarios.

This document can be customized for your building. It should be located securely in a central area so that others in your building also can easily refer to it. A recommendation is to attach it to the wall or a cork board for easy access. It should not be tucked behind equipment or between items on a bookshelf. Enter a Maintenance work request if needed.

There are “blank lines” that need to be filled in to customize the Emergency Procedures flip chart to your building. Take the time and ensure this information is present. This includes:

- The cover page – Enter Building Name and Floor or Area
- First Aid Guidance, first page – Enter the location of the nearest AED (automated external defibrillator)
- Building Specific Plans – Enter details such as the location to assemble after a building evacuation, the location of unique emergency equipment, or the names of current building coordinators

Building Evacuations: You should know what to do if requested to evacuate the building. Know where to go, and know that you should do it immediately. Know that others in your building may be looking for you – if they can’t find you, emergency response personnel may enter (for example) a burning building to try and save you. There are other reasons to evacuate a building, such as a gas leak or a bomb threat. Acting quickly is essential. (See attached External Assembly chart)

- You should know to not use elevators.
- If you have personnel that require assistance getting down stairs, you should know who they are and have a plan for assisting them.

Shelter in Place: You should know what to do if requested to shelter in place. Know that you may need to lock your door, or sit and wait for further instructions.

- If your classroom is equipped with Bearacades® (lockdown devices), you should know how to deploy them. (See attached guide)
- If a LionAlert informs you there is a tornado warning, know where your shelter area is located. There are signs in your building indicating their location.

You should know who to call during an emergency (911, UPD).