

BELMONT UNIVERSITY

EMERGENCY PROCEDURES QUICK REFERENCE GUIDE

EMERGENCY NUMBERS

Dial 911 to report an immediate emergency
Dial (615)460-6911 (6911) from a campus phone) to contact Belmont Campus Security

ACTIVE SHOOTER

- ❖ Proceed to a nearby room that can be secured, lock all windows and doors, barricade, and turn off lights.
- ❖ Drop to the floor and ensure no one is visible from outside.
- ❖ Call 911 and Campus Security to alert the police of the shooter's location.
If it is unsafe to speak, leave the line open so the dispatcher can hear what is happening.
- ❖ If the shooter leaves the area, proceed immediately to safety.
- ❖ Keep your hands empty and in view at all times for police.
- ❖ Follow emergency personnel directions.

SHELTER IN PLACE

- ❖ Stay in the building. Close and lock all doors and windows.
- ❖ Move to an interior room or office away from windows.
- ❖ If safe to do so, turn off all fans, heating and air conditioning systems.
- ❖ Stay in place until emergency personnel notify you that it is safe to leave.

BOMB THREAT

- ❖ Evacuate the building.
- ❖ Do not use cell phones or radios within 300 feet of the area.
- ❖ Watch for, but do not disturb, unusual objects as you evacuate.
- ❖ Report your observations to emergency personnel.

EVACUATE

- ❖ If the fire alarms sounds or you are notified by an official, evacuate using the nearest safe exit.
- ❖ Assist others, including persons with disabilities, if safe to do so.
- ❖ Advise emergency personnel of the location of anyone still in the building or unaccounted.
- ❖ Do not enter any building unless directed by officials.

POWER OUTAGE

- ❖ Turn off or unplug computers and other voltage sensitive equipment.
- ❖ Move cautiously to a lighted area. Lighted signs may indicate exits.
- ❖ Report outage to Campus Security.

FIRE

- ❖ Alert others in the immediate area and activate the nearest fire alarm pull station.
- ❖ Exit the building and close doors to help prevent the fire from spreading.
- ❖ Call 911 and advise dispatcher of fire size and location.
- ❖ Advise emergency personnel of anyone in the building.
- ❖ Do not re-enter the building unless directed by officials.

MEDICAL EMERGENCIES

- ❖ Do not move an injured person unless they are in an unsafe area. If they must be moved, support the head and neck.
- ❖ Call 911 and follow the dispatcher's instructions.
- ❖ Notify Campus Security.

SEVERE WEATHER

- ❖ Stay away from windows.
- ❖ Move to an interior room or hallway on the lowest floor.
- ❖ Close any doors.
- ❖ Remain in the safe area until all danger has passed.
- ❖ Follow directions given by emergency personnel.
Do not enter any building unless directed by officials.