### 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.

### 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.

### 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.

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