

University of Kentucky

Campus Emergency Action Guide

Dial 911

Or

Dial #UKPD (#8573) from a cell phone



FIRE – EVACUATE IMMEDIATELY- using posted evacuation routes

- **DO NOT** use elevators,
- Follow **RACE** instructions:
 - R**—Rescue (if possible without endangering self) those in immediate danger. NEVER enter an unknown/unfamiliar area
 - A**—Activate the fire alarm system
 - C**—Confine the fire by closing doors as you leave the building
 - E**—Evacuate the building & report the situation to emergency personnel.
- Assist physically impaired persons to nearest exit stairwell, advise emergency personnel of their location
- Feel the door: a 'too hot to touch door' means the fire is outside the door and you should NOT open it.
- Crawl, should you get caught in smoke; go to a window & signal for help if necessary
- Keep all students & staff together
- Once outside, move away from exits/entrances



TORNADO/SEVERE WEATHER –

- Evacuate to designated Severe Weather Shelter locations - look for green signs
- Assist physically impaired persons to shelter areas
- Follow instructions as delivered
- Stay in shelter areas until advised otherwise



MEDICAL EMERGENCY—

- Provide following information to 911 operator:
 - * name
 - * location
 - * description of medical emergency
 - * number of people injured
 - * stay on phone
- **DO NOT** move injured person
- Render first aid **ONLY** if trained



ACTIVE SHOOTER –

Secure immediate area:

- Lock and/or barricade doors, if possible
- Keep room normal: lights on, leave on; lights off, leave off
- Close blinds, block windows
- Turn off radios and silence cell phones
- Keep occupants calm, quiet, & out of sight
- Keep yourself out of sight & take adequate cover/protection i.e. concrete walls, desks, filing cabinets, etc.

Un-Securing an area:

- Consider risks before un-securing rooms
- Remember, the shooter will not stop until they are engaged by an outside force
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
- Consider the safety of masses vs. the safety of a few
- If doubt exists for the safety of individuals in a room when trying to evacuate, the occupants should remain in the secure room

Contact Emergency Personnel:

- Dial 911 or #UKPD (#8573) from a cell phone

What to Report:

- Your specific location – building name and office/room number
- Number of people at your specific location
- Injuries– number of injured, types of injuries
- Assailant(s)-
 - * location,
 - * number of suspects
 - * race/gender, physical features
 - * clothing description, backpack
 - * types of weapons (if known)
 - * identity of the shooter