

**HOLLINS EMERGENCY REFERENCE
HU SECURITY DEPARTMENT
Call x 6911 or 540-362-6911**

EMERGENCY NOTIFICATIONS

The HU Security Department will be responsible for the initial Emergency Notification System communications to the campus community. The ENS includes the Area Warning System (siren) and the e2Campus system. The e2Campus system includes warning messages through Text Messaging, University E-mail, AUDIX, Facebook, Twitter and Web Crawler messages. The ENS will also be used to notify the community of the completion of an emergency situation (all clear).

ARMED INTRUDER

1. If the intruder is outside of the building:
 - a. Immediately call HU Security.
 - b. Move to a core area of the building if safe to do so and remain there until an "all clear" is given via e2Campus or Emergency responders.
 - c. Turn off all of the lights and close and lock all doors and windows.
 - d. If you can do so safely, get all students or department members on the floor and out of the line of fire.
 - e. If the staff or students do not recognize the voice that is giving the instruction, they should not change their status.
2. If the intruder is inside the building:
 - a. If it is possible to flee the area safely and avoid danger, do so.
 - b. Immediately call HU Security. Give the location of the incident and as much detail as possible.
 - c. If flight is impossible, lock all doors and windows. Get down on the floor or under a desk and remain silent.
 - d. Wait for the "all clear" via e2Campus or Emergency Responders.
3. If the intruder comes in your office or class:
 - a. There is no one procedure that the authorities can recommend in this situation.
 - b. Attempt to get the word out to HU Security. Use common sense. If hiding or flight is impossible, attempt to negotiate with the individual.
 - c. Attempting to overcome the individual with force is the last resort that should be initiated in the most extreme circumstances. Remember that there may be more than one armed intruder.
 - d. Wait for the "all clear" via e2Campus or Emergency Responders.
 - e. If you flee the scene, get as far away as possible and then contact HU Security.
4. If you are outside of a building:
 - a. Immediately 'Take Cover' in place. DO NOT go into buildings. Be aware of your surroundings and be vigilant of those persons approaching your location.
 - b. If the intruder is nearby or headed towards you, conceal yourself if possible or flee the area away from the intruder.

TORNADO

A **tornado watch** means tornadoes are likely to develop. A **tornado warning** means a tornado has been spotted in the immediate area. Tornado sighting or warning – The Area Warning System (Siren) may be used.

1. Immediately call HU Security.
2. Move to the lowest level or to an interior hallway of the building quickly. Stay away from windows and areas with a large expanse of glass. Assist disabled to an interior hallway away from windows and areas with a large expanse of glass if they cannot move safely to the lowest level.
3. Alert others in the building to also move to a safe place.
4. Avoid auditoriums, gymnasiums, and other large rooms with free-span roofs.
5. Do not use elevators; remain calm.
6. Protect your head and face. If possible, get under a sturdy table or other structure.
7. Wait for an "All Clear" message via the Area Warning System, e2Campus or Emergency Responders.

EXPLOSION/PLANE CRASH

1. In the event a mishap occurs such as an explosion or a downed aircraft (crash) on campus, take the following action:
2. Immediately take cover under tables, desks, and other object, which will give protection against falling glass or debris.
3. After the effects of the explosion and/or fire have subsided, notify HU Security. Give your name and describe the location and nature of the emergency.
4. If necessary, or when directed to do so, evacuate the building and walk quickly to the nearest marked exit and ask others to do the same.
5. Assist the disabled in exiting the building! Remember that elevators are reserved for handicapped persons. Do not use elevators in case of fire. Do not panic.
6. Once outside, move to a clear area at least 50 yards away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
7. Do not return to an evacuated building unless told to do so by a university official.
8. After any evacuation assist emergency responders with student, faculty and staff headcounts if requested.

FIRE

1. Activate the nearest fire alarm.
2. Immediately call HU from a safe place and give your name, location and the extent of the problem.
3. Evacuate the building by the nearest available exit, Do Not Use Elevators.
 - a. If possible, stay alert as you exit, quickly check nearby restrooms, copier rooms, storage rooms, etc., for others who may need to be reminded to leave or may need assistance.
 - b. Accompany and assist person(s) with disabilities who appear to need direction or assistance. If you are unable to assist, alert emergency personnel to the location of any disabled person(s).
 - c. Take with you: essential personal items ONLY. Do not attempt to take large or heavy objects.
 - d. Shut all doors behind you as you go.
 - e. Once out of the building, move 50 yards from the building (or as instructed by emergency personnel). Keep streets and walkways clear for emergency vehicles and crews.
4. Do not return to an evacuated building unless authorized by Emergency Responders.

CHEMICAL

1. Vacate the affected area at once and, if possible, seal it off to prevent further contamination.
2. Immediately call HU Security .
3. Inform the Dispatcher of what had occurred:
 - a. Type of chemical if known
 - b. Whether or not anyone is injured
 - c. Extent of injuries
 - d. Location of incident
 - e. Name of caller
 - f. If the chemical is not contained and poses an inhalation risk or may cause harm if it is contacted, evacuate the area and wait for the arrival of HU Security.
 - g. Inform the officer of the exact location and type of chemical if known. If possible have MSD sheets on chemical ready for the arrival of local agencies.
4. Evacuate building and alert others as you vacate,
 - a. If possible, stay alert as you exit, quickly check nearby restrooms, copier rooms, storage rooms, etc., for anyone or anything unusual.
 - b. Accompany and assist person(s) with disabilities who appear to need direction or assistance. If you are unable to assist alert emergency personnel the location of any disabled person(s).
 - c. Take with you: essential personal items ONLY. Do not attempt to take large or heavy objects.
 - d. Shut all doors behind you as you go.
 - e. Once out of the building, move at least 100 yards from the structure. Keep streets and walkways clear for emergency vehicles and crews.
5. Do not return to an evacuated building unless authorized by Emergency Responders.