Police Department Emergency Procedures Summary

**General Information**
- In the event of an alarm or official notice to evacuate the building, use the nearest exit and stairway.
- Do not use elevators.
- Take keys and cell phone if possible.
- Secure offices if possible.
- Evacuate to the east side of the building adjacent to State Hall.
- Follow directions by UCA PD, Conway Fire Department, or other emergency responders.
- If possible, assist persons with disabilities or special needs. If you are unable to assist, notify emergency responders of the location and number of disabled or special needs persons in the building.
- Do not return to the building until authorized by UCA PD; cessation of alarm does not mean it is safe to re-enter the building.

**Power Outage**
- Turn off and unplug computers.
- Use the lighted emergency exits to move to a safe area.

**Bomb Threat**
- Evacuate to the east side of the building adjacent to State Hall.
- Do not use cell phones or radios.
- Report unusual objects to UCA PD, but do not touch.
- Do not return to the building until authorized by UCA PD; cessation of alarm does not mean it is safe to re-enter the building.

**Fire**
- Activate the nearest fire alarm pull station and call 911 or the Conway Fire Department @ 450-6147.
- Evacuate to the east side of the building adjacent to State Hall.
- Do not return to the building until authorized by UCA PD; cessation of alarm does not mean it is safe to re-enter the building.

**Suspicious Person**
- Do not physically or verbally confront the person.
- Do not let the person into the room or building.
- If the person is inside, do not block their access to an exit.
- Call 911 and give the dispatcher information about the person and direction of travel.

**Suspicious Object**
- Be aware of normal surroundings.
- Do not touch or disturb object.
- Call 911.
- Notify faculty or staff immediately.
- Be prepared to evacuate.

FACULTY AND STAFF SHOULD KEEP A PHONE WITH THEM AT ALL TIMES TO RECEIVE UCA ALERTS.

The Police Department Emergency Assembly Area (EAA) is located on the east side of the building adjacent to State Hall.

Individuals evacuating the facility are requested to congregate in this area to receive any additional information regarding the evacuation.