CSD Annex 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 the building to the east in the campus parking lot between Augusta and Donaghey Avenue.
- Follow directions by UCAPD, 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.

**Active Shooter**
- Take shelter in a room that can be locked. Close and lock all windows and doors. Turn off lights. Exit the building only if safe to do so.
- Get down on the floor and ensure no one is visible from outside the room.
- Call 911. Advise the dispatcher of the events, your location, remain in place until authorized by UCAPD.
- If an active shooter enters your office or classroom, remain calm; call 911 and leave the line open.
- If the shooter leaves the area, proceed immediately to a safe place and do not touch anything.

**Earthquake | Tornado | Severe Weather**
- Move to a designated shelter area.
- Stay away from windows.
- Fire doors in hallways should be closed.
- Remain in a safe area until authorized to leave.
- Evacuate when authorized and stay clear of any damaged areas, fallen debris, or downed power lines.
- Follow directions by UCAPD, Conway Fire Department, or other emergency responders.

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

**Bomb Threat**
- Evacuate the building to the east in the campus parking lot between Augusta and Donaghey Avenue.
- 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 the building to the east in the campus parking lot between Augusta and Donaghey Ave.
- Do not return to the building until authorized by UCAPD. 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.**