

## Meadors Hall 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 EAA east of the Prince Center/Laney Annex.
- ◆ 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.

### 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 EAA east of the Prince Center/Laney Annex.
- ◆ 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 EAA east of the Prince Center/Laney Annex.
- ◆ 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.**

## Meadors Hall Emergency Assembly Area Map



The Meadors Hall Emergency Assembly Area (EAA) is located east of the Prince Center/Laney Annex. Individuals evacuating the facility are requested to congregate in this area to receive any additional information regarding the evacuation.