

## Purchasing Office 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 paved parking lot at the corner of Western and College.
- ◆ 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. 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 paved parking lot at the corner of Western and College.
- ◆ 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 paved parking lot at the corner of Western and College.
- ◆ 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

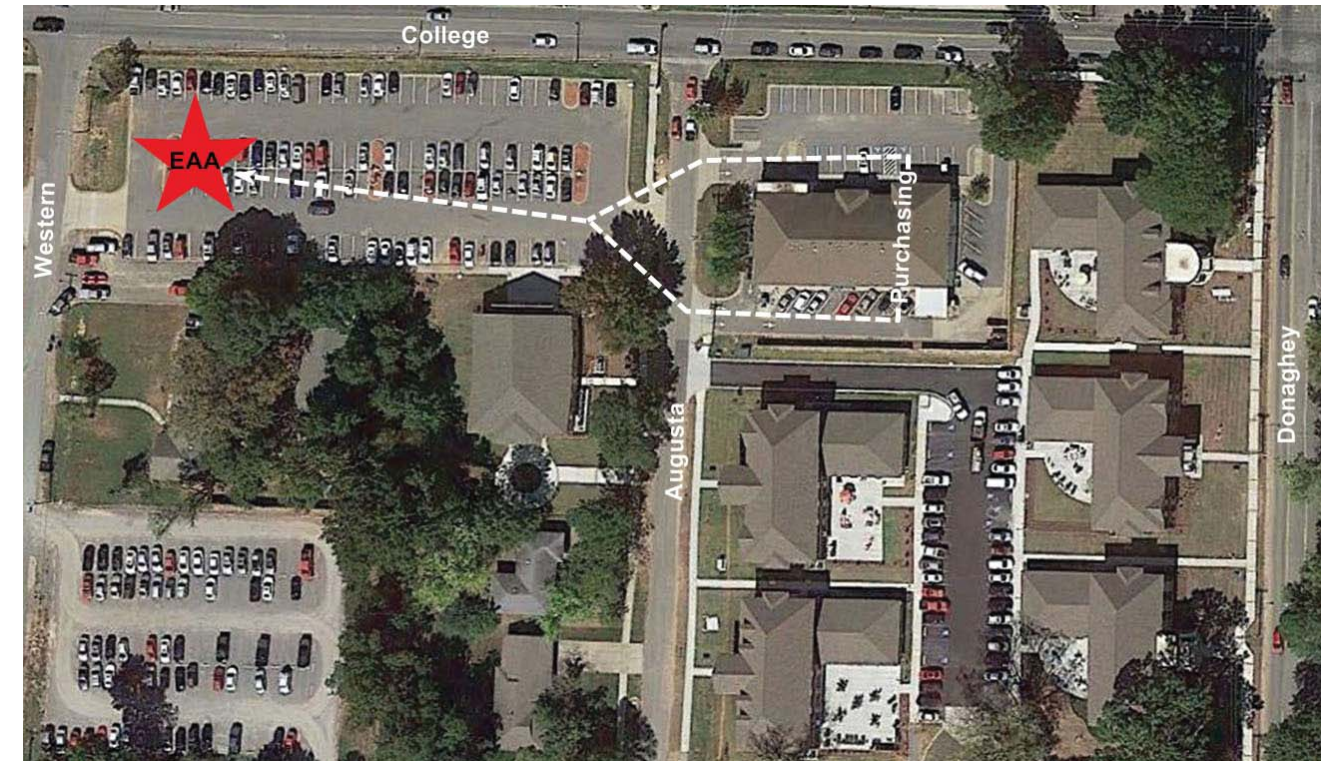
- ◆ Do not physically or verbally confront the person.
- ◆ Do not let the person into the room or building.
- ◆ If the person is inside, do not block their access to an exit.
- ◆ Call 911 and give the dispatcher information about the person and direction of travel.

### 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.**

## Purchasing Office Emergency Assembly Area Map



The Purchasing Office Emergency Assembly Area (EAA) is located in the paved parking lot at the corner of Western and College. Individuals evacuating the facility are requested to congregate in this area to receive any additional information regarding the evacuation.