

# PUTNAM STUDENT CENTER

## EMERGENCY PROCEDURES



### FIRE PROCEDURES

In the event of a fire or similar emergency, all occupants of the Putnam Student Center should:

- Evacuate immediately using marked exits; last persons out close all doors;
- Assemble on the city parking lot immediately west of Putnam Student Center to account for all personnel; and
- Await further instructions from building coordinators and/or emergency management personnel.

### TORNADO PROCEDURES

In the event of a tornado warning, all occupants of Putnam Student Center should take shelter in any of the following locations:

**Student Recreation Center/Community Shelter:** Located at 323 West Trish Knight Street. Evacuate the building using marked exits. Proceed north to West Trish Knight Street and then west on West Trish Knight Street to the shelter.

**Secondary Shelter:** Move immediately to rest rooms or west wall of cafeteria.

### HOSTILE INTRUDER PROCEDURES

It is impossible for any organization to prescribe exact procedures for every emergency. Immediate action may be required and can be the difference in safety and harm. In extreme situations, many authorities recommend some variation of the following: “**Run** if you can. **Hide** if you can’t. **Fight** if you must.” Inform others if possible, and always know that help is on the way. Do not resume normal activities until an “All Clear” signal is given.

### EARTHQUAKE PROCEDURES

Drop, cover, and hold on! Move only a few steps to a nearby safe place (e.g., under a sturdy table or desk). Most injured persons in earthquakes move more than five feet during the shaking. It is very dangerous to try to leave a building during an earthquake because objects can fall on you. Many fatalities occur when people run outside of buildings, only to be injured by falling debris from collapsing walls. In U.S. buildings, you are safer to stay where you are. After the shaking has stopped, if you go outside, move quickly away from the building to prevent injury from falling debris.

### CAMPUS ASSISTANCE

Call 257-9078 for escort services between classrooms and parking lots, for assistance with vehicle trouble, or similar needs.

**EMERGENCY POLICE, FIRE, MEDICAL, ETC. – CALL 911**

FOR MORE INFORMATION, ACCESS THE CAMPUS SAFETY WEBSITE AT:

<http://wp.missouristate.edu/CampusSafety/>