

Fire

An emergency exists when building fire alarms or sprinkler systems are activated, or when someone actually sees smoke or fire and sounds an alarm. Immediately call 911.

- When an alarm sounds, the building(s) affected must be evacuated immediately. Take medication and keys only if readily available. DO NOT delay evacuation to find these items.
- If leaving a room feel the door with the back of your hand before opening. DO NOT OPEN any door that feels hot.
- Walk quickly to the nearest marked exit and alert others to do the same. If smoke is present, stay low. The floor has the best quality air.
- Assist disabled persons in exiting the building.
- Close all doors to help confine the fire and reduce oxygen. DO NOT LOCK DOORS!
- DO NOT USE ELEVATORS DURING A FIRE!
- DO NOT RETURN TO AN EVACUATED BUILDING unless directed to do so by an emergency responder.
- After exiting the building go to the assigned assembly point for the building you are in.

If you are trapped:

- Don't panic. It can take time for emergency responders to get to you.
- Close all doors between you and the fire.
- If available, wedge a wet towel or cloth materials along the bottom of the door to keep out the smoke.
- Call 911 and notify the dispatcher of your location REMAIN ON THE PHONE.
- Break a window only as a last resort to ventilate the room if you are having trouble breathing.
- Wave a light colored cloth at the window or a flashlight in the window so that the fire department can tell where you are located.

Tornado/Severe Weather

- Stay calm. If outside, seek shelter inside the closest building. Ditches and low areas are best as a last resort if you are outdoors; cover your head if possible.
- The best shelter is in the lower levels of the building, interior hallways, restrooms, or small rooms away from windows.
- Avoid lobbies, large rooms, auditorium, and gymnasiums.
- Monitor TV and radio or contact your RA or RD for additional information. Be aware of the Hannibal Severe Weather sirens and act accordingly.
- Evacuate damaged buildings as soon as is safe to do so. If evacuating the building, go to the assigned assembly point.

Earthquake

- During a tremor, persons should "DUCK, COVER, AND HOLD". DO NOT attempt to exit the building while the structure is shaking.
- Remain Calm. If you are indoors, stay indoors and seek shelter under a desk or in a doorway. Avoid glass, shelves, and heavy objects. Stay away from windows and skylights.
- Evacuate the building after the initial shockwave.
 - *Exception:* If there is a fire or a wall about to collapse, move away quickly yet cautiously.
- Be prepared for aftershocks.
- If outdoors, stay outdoors. Quickly move away from buildings, utility poles, or other structures that could possibly fall. Always avoid power or utility lines as they may be energized.
- Do not use any open flames until advised that there are no gas leaks.

Medical Attention Needed

- Call 911 and send someone to meet EMS
- DO NOT move the person unless there is a threat to life if left at that location.
- Provide as much information as you know to the dispatcher regarding the illness or injury.
- If exposed to suspected infectious materials, wash the exposed area thoroughly with soap and water and seek medical attention.
- Give first aid if you are qualified to do so. Comfort the patient and reassure him/her that medical assistance is on the way.

Utility Failure

- Provide assistance to others in your area who may be unfamiliar with the space and walk cautiously to an area that has emergency lights.
- If in an elevator, stay calm. Use the emergency button or telephone to alert Public Safety.
- Plan for such situations by having a flashlight available. Contact your RD for additional information.
- Call HLGU Public Safety at 573-248-6268.

Evacuation Procedures

If Public Safety or other emergency personnel direct you to evacuate any University building:

- Walk—do not run—to the nearest exit.
- If on an upper floor, take the stairs. Do not use the elevators.
- Assist disabled or injured persons who are not able to leave the area quickly by themselves.
- Do not re-enter the buildings until you hear an "all clear" message or a Public Safety officer or other emergency personnel advise you.
- Remain on campus until directed to leave. Ask your RD for further information.



Criminal On or Near Campus

If a threat of violence is found, received, or perceived, notify Public Safety immediately. If the threat of violence is imminent, call 911. HLGU Public Safety will notify campus of credible threats as soon as possible through email, telephone, text messages, etc. to announce emergency response information.

- If a suspect is spotted, call 9-1-1 or Public Safety. DO NOT confront the suspect.
- Stay on the phone and give information regarding the suspect's location, direction of travel, any vehicles, and clothing.

If a suspect is OUTSIDE of a facility:

- LOCK all entrances and exits.
- If possible, lock the room door and keep individuals away from windows and doors.
- If there is no lock, limit entrance to buildings and/or rooms by blocking or monitoring doors.

***If a suspect is INSIDE the building:
Determine your response quickly and act!***

EVACUATE

If there is an accessible escape path, attempt to evacuate the building. Do not gather belongings. Leave immediately.

HIDE OUT

If evacuation is not possible, find a place to hide where the suspect is less likely to find you. Lock or barricade the door. Silence electronic devices.

TAKE ACTION

As a last resort when your life is in imminent danger, attempt to disrupt and/or incapacitate the intruder by using anything as a weapon (books, chairs, and bags, etc.).



Weapons on Campus

Hannibal-LaGrange University weapons policy does not allow for weapons to be concealed, carried, or stored on University property except by law enforcement and authorized HLGU personnel.

If you see someone on campus with a weapon, DO NOT confront this person. Call 573-248-6268 immediately.

To report a crime or suspicious activity on campus call **573-248-6268**.

Emergency Numbers:

911

Marion County Emergency Services

573-221-0987

***Hannibal Police Department
Non-Emergency***

573-221-0657

***Hannibal Fire Department
Non-Emergency***

573-221-5000

***Marion County Ambulance
Non-Emergency***

800-273-8255

Suicide Prevention Hotline

800-678-7713

Domestic Violence Hotline

800-222-1222

Poison Control Hotline

800-521-7128

National Alcohol Treatment Hotline



EMERGENCY EVACUATION GUIDE

***Department of Public Safety
L.A. Foster Student Center
573-248-6268***