

EMERGENCY

Quick Reference Guide



FOR CAMPUS POLICE CALL : 470-578-6666 | TEXT 770-356-3866

FIRE



- When a fire alarm sounds, **EVACUATE!**
- Evacuate in a safe, orderly manner via the closest exit
- Use stairs to reach ground level. Do **NOT** use elevators
- Follow the directions of Crisis Coordinators, Public Safety, and Campus Administrators
- Help direct people with special needs to a safe place
- Do not re-enter building until the “ALL CLEAR” message

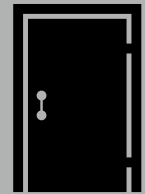


EVACUATION

TORNADO WARNING



- If outside, seek shelter indoors immediately
- Select interior rooms closest to ground floor
- Stay away from exterior doors and windows
- Help direct people with special needs to a safe place
- Do not exit building until the “ALL CLEAR” message



SHELTER-IN-PLACE

ACTIVE SHOOTER



- Run, hide, or fight
- Go to the nearest room or office
- Close, lock, & barricade doors & cover windows
- Silence cell phones
- Remain calm, quiet and patient
- Do **NOT** activate fire alarms
- Do **NOT** answer the door
- If outside, seek shelter inside the nearest building
- Help direct people with special needs to a safe place
- Do not exit building until the “ALL CLEAR” message



SECURE-IN-PLACE



KENNESAW STATE
UNIVERSITY