







# REYNOLDS EMERGENCY PROCEDURES

 <h2>ACTIVE SHOOTER</h2> <ul style="list-style-type: none"><li>• Determine the most reasonable way to protect your own life and call 911 or 804-523-5911 when it is safe to do so.</li><li>• <b>Run/Get Out.</b> Evacuate if you can. (This may be your best chance of survival.) Have an escape route in mind. Leave valuables behind and keep hands visible.</li><li>• <b>Hide</b> in an area outside of the shooter's view. Block entry to your hiding place and lock doors. Turn off lights and silence electronic devices.</li><li>• <b>Fight</b> as a last resort and only when your life is in imminent danger. Attempt to incapacitate the shooter. Act with physical aggression.</li></ul>	 <h2>POWER FAILURE</h2> <ul style="list-style-type: none"><li>• Remain calm. Provide assistance to others if necessary.</li><li>• Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.</li><li>• If asked to evacuate the building by emergency personnel, exit as calmly and carefully as possible.</li><li>• Do not re-enter the building until authorized by authorities. Listen for information regarding building/college closings.</li><li>• For localized outages during business hours, contact Campus Facilities at 804-523-5791. After hours, contact Campus Police at 804-523-5911.</li></ul>
 <h2>FIRE</h2> <ul style="list-style-type: none"><li>• Activate the nearest fire alarm and call 911 or 804-523-5911 if possible. If there are no fire alarms, knock on doors and yell "fire" as you exit the building.</li><li>• Evacuate the building. <i>Do not use elevators!</i></li><li>• Feel closed doors with the back of your hand. Do not open if doors are hot.</li><li>• Move well away from the building when evacuating and assemble at designated assembly areas.<ul style="list-style-type: none"><li>• DTC – 8<sup>th</sup> St between the VCU parking deck and Cabannis Hall.</li><li>• Other locations – 300 feet away from the building.</li></ul></li><li>• Do not re-enter the building until cleared by authorized personnel.</li></ul>	 <h2>SUSPICIOUS PERSON</h2> <ul style="list-style-type: none"><li>• Do not physically confront the person.</li><li>• Do not let anyone into a locked building/office.</li><li>• Do not block the person's access to an exit.</li><li>• Call 911 or 804-523-5911. Provide as much information as possible about the person, height, weight, gender, what the person is wearing, etc., along with their direction of travel.</li></ul>
 <h2>HAZARDOUS MATERIALS</h2> <ul style="list-style-type: none"><li>• If an emergency develops or if anyone is in danger, call 911 or 804-523-5911.</li><li>• Move away from the site of the hazard to a safe location (up wind if possible).</li><li>• Follow the instructions of emergency personnel.</li><li>• Alert others to stay clear of the area.</li><li>• Notify emergency personnel if you have been exposed to the hazard or have information about its release.</li></ul>	 <h2>SUSPICIOUS PACKAGE</h2> <ul style="list-style-type: none"><li>• Do not touch or disturb the object.</li><li>• Do not use cellular phones or two-way radios.</li><li>• Call 911 or 804-523-5911 from a campus phone.</li><li>• Be prepared to evacuate and take personal belongings with you.</li></ul>

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## MEDICAL EMERGENCY

If someone requires immediate medical attention:

- Call or have someone else call 911 or 804-523-5911 right away and report the emergency.
- Provide first aid and medical assistance as necessary, if trained.
- Follow instructions of the Emergency Dispatcher. DO NOT hang up until the Dispatcher ends the call.
- DO NOT move the victim, unless they are in immediate danger.
- If the victim is conscious, try to comfort them and obtain medical information (ex. medical problems, medications, etc.). Any medical information will assist medical personnel if the victim loses consciousness.
- Have someone meet the ambulance at the building entrance or at a safe location, and direct emergency personnel to the victim.
- Notify the faculty, staff or college official, who will notify the individual's supervisor or if a student, their emergency contact.



## BOMB THREAT

- Remain calm.
- Obtain as much information as possible and write it down.
- Stay on the line and have someone call 804-523-5911 or 911.
- DO NOT use cellular phones or two-way radios.
- DO NOT activate the fire alarm system to evacuate.
- Shelter in place or evacuate the building as directed.
- DO NOT re-enter the building until cleared by authorized personnel.
- Be prepared to evacuate and take personal belongings with you.



## TORNADO

- Move to an interior room, without windows, on the lowest floor of the building.
- Stay away from corners, windows, doors and outside walls.
- Use your arms to protect your head and neck.
- If you are outside and unable to get to a car or a building for protection, move away from the tornado's path at a right angle. If there is no time to escape, lie flat in the nearest depression (ex. ditch or ravine). Cover your head with your arms.



## OTHER EMERGENCIES

- On campus call 804- 523-5911 or from a campus phone 65-5911
- Off campus call 911

***Students, parents, faculty and staff, are strongly encouraged to sign up for Reynolds Alerts. This free service is the fastest way to obtain emergency notifications and timely warnings.***

<https://alert.reynolds.edu>