

Emergency Procedures

Emergency Contacts

Emergency.....911
ATU Russellville Public Safety.....479-968-0222
ATU Ozark Public Safety.....479-508-3359
Facilities Management.....479-508-3359



Severe Weather / Tornado

- Remain aware of approaching severe weather.
- Be prepared to move to shelter indoors and away from windows.
- Do not use elevators; do not pull the fire alarm.
- Remain in sheltered area until ATU Alert clears tornado warning.



Workplace Violence / Active Shooter

- Follow **S.A.F.E.**
 - **Secure** your area.
 - **Alert** by calling 911.
 - **Follow** directions by emergency responders.
 - **Exit** when directed by emergency responders.
- Active Shooter - Avoid, Deny, Defend
 - **Avoid** the shooter. If possible to do so without increasing risk, leave the area.
 - **Deny** access to your location if unable to avoid. Lock door, barricade entrance, silence phones.
 - **Defend** (last resort). Use improvised weapons. Act aggressively. Do not hesitate.



Medical / Mental Health

- Medical Emergency
 - Call 911 for medical assistance.
 - Stay with victim until help arrives.
 - Follow instructions of the 911 dispatcher.
- Mental Health Emergency
 - If a person is displaying overtly threatening behavior, call 911.
 - In non-emergency situations, refer individual to counseling services in the ATU Health and Wellness Center.



Emergency Preparedness

- Know routes to evacuate your building.
- Discuss and practice preparedness plans with co-workers and students.
- Have battery powered radio and flashlight available.
- Call Public Safety to schedule training opportunities for severe weather, fire, active shooter, etc.
- Monitor news and phones for news alerts that may affect ATU.



Fire / Evacuation

- If you see smoke or fire follow **R.A.C.E.**
 - **Rescue/Remove** person(s) from the scene/room.
 - **Alert/Activate** the nearest fire pull station, alert other staff, and call 911.
 - **Confine** fire/smoke by closing doors and windows.
 - **Extinguish/Evacuate**. Extinguish a small fire if it is safe to do so. Evacuate building. Alert people as you evacuate building.
- Do NOT use elevators.
- Help those needing assistance evacuate the building completely. If unable to fully evacuate those requiring assistance, move them to nearest stairwell and notify emergency responders.



Suspicious Package / Bomb Threat

- Suspicious Package
 - Do not touch or disturb object.
 - Call 911 and provide as much information as possible.
 - Prepare to evacuate.
- Bomb Threat
 - Get as much information as possible - note details such as sex, age, background noises.
 - Keep caller on phone as long as possible.
 - If caller remains on phone, have co-worker call 911 to report details.



For more detailed information, scan the QR code or visit
<https://www.atu.edu/emergency/emergency-procedures.php>