

Important Emergency Information

Important Phone Numbers

University Police Emergency (on-campus)
Cell Phone: 978.542.6111
Landline Extension: 6111

Emergency (off-campus)
911 and tell them your location
Calls will be directed to MA State Police

Salem State Counseling Center
978.542.6410

City of Salem Police
978.744.0171

Salem State University Police, Salem, MA 01970
Salemstate.edu/publicsafety
Salemstate.edu/emergency

Medical Emergency (Accident)

The individual making the discovery shall immediately contact University Police (landline extension: 6111 or cell: 978.542.6111) and provide as much information as possible.

If there is a medical emergency or injured person in your area, remain calm and encourage others to do the same. Do not attempt to move a person who has fallen or appears to be in pain. Control bleeding by direct pressure on the wound, see *Hazardous Materials Release* procedure. For serious injuries, check breathing and give artificial respiration, if necessary. Only administer CPR or first aid if qualified to do so. Stay with the injured person and keep the victim calm and comfortable until help arrives. Automated External Defibrillators (AEDs) are located on campus, if needed—be familiar with the location of the nearest AED. Provide all information to emergency medical personnel.

Suspicious Person/Activity

Do not approach if situation appears unsafe. Immediately contact University Police (Landline Extension: 6111 or Cell: 978.542.6111) and provide as much information as possible:

- Describe the suspicious activity
- Location of incident
- Description of person(s) involved
- Current location of person(s) involved
- If the person(s) left the scene, the direction of travel
- What time the incident occurred
- Your name, location, department and extension number

Get a good description of the person if safety allows—note height, weight, sex, color, approximate age, clothing, method and direction of travel, and name if known. Should the person leave the area, note the vehicle make and model, license number (if possible), color, outstanding characteristics, etc. Do not threaten, intimidate or physically confront the person. Do not let anyone into a locked building or room—if inside, do not block the person's exit. If the person asks to speak to a specific university official, offer to notify University Police (Landline Extension: 6111 or Cell: 978.542.6111) to accommodate their request. If you see a weapon, notify University Police (Landline Extension: 6111 or Cell: 978.542.6111) immediately on the phone and when University Police arrive. Remain where you are until a police officer arrives.

Facility Evacuation

Evacuate **immediately** when a fire and/or life safety emergency occurs, when the fire alarm activates (audible and/or visual), or when you are instructed to do so by authorized emergency response personnel.

Building Evacuation Procedures

- Exit the building immediately.
- Walk quickly to the nearest safe exit and ask others to do the same.
- Do not run.
- Close the door as you leave, but do not lock it.
- Do not use elevators, unless directed to do so.
- Assist persons with disabilities, if you are willing and able
- Once outside, move away from the building; keep streets and walkways clear for emergency vehicles and personnel.
- Do not re-enter the building until authorized emergency personnel give the "all clear" signal.
- Go to your Evacuation Assembly Area.
- Notify emergency personnel if anyone is waiting for assistance.
- Even if you were not in your building when it was evacuated, go to your evacuation meeting site so someone can account for you.
- If unable to leave because of a physical disability, injury or obstruction, go to the nearest area where there are no hazards, such as a stairwell.
- Notify University Police (Landline Extension: 6111 or Cell: 978.542.6111) or 911 and tell them your location.
- Signal out the window to emergency responders, if possible.
- Remain calm and responders will arrive.

Bomb Threat

Remain calm—do not discuss the threat in public. Tell someone nearby to contact **University Police (Landline Extension: 6111 or Cell: 978.542.6111)** and indicate that a bomb threat is being received.

If telephone call:

- If you can, ask the caller to hold and transfer the call to University Police (Landline Extension: 6111 or Cell: 978.542.6111).
- If you are unable to transfer the call, ask the caller to contact **University Police (Landline Extension: 6111 or Cell: 978.542.6111)** directly.
- Write down the caller's exact words.
- Keep the caller on phone as long as possible—get as much information about the caller as possible—ask caller to repeat information.
 - Ask the following questions:
 - Where is the bomb located?
 - When will it go off?
 - What does it look like?
 - What kind of bomb is it?
 - What will make it explode?
 - Why did you place the bomb?
 - What is your name?
- Note details from call: sex, accent, speech impediment, age, background noises, unusual phrases, etc.

If you receive or find a written bomb threat:

- Immediately contact University Police (Landline Extension: 6111 or Cell: 978.542.6111) and provide as much information as possible.
- Do a quick visual inspection of your area.
- Do not touch or move any suspicious object—See procedure for Suspicious Package.
- Do not use radios, pagers or cell phones, as they can trigger an explosive device.
- Do not activate the fire alarm system unless instructed to do so by a police officer.

Fire

The Salem State University Police, along with the Salem Fire Department, is committed to keeping you safe in the event of an on- or off-campus fire.

Fire safety Tips:

- Be sure to select off-campus housing with smoke alarms and fire sprinklers, if available
- Cook only where permitted, and never leave cooking unattended
- If you must smoke, only smoke outside of your off-campus residence. There is no smoking allowed on Salem State property
- Do not overload electrical outlets
- Never leave candles unattended
- Always have an escape plan

From the Federal Emergency Management Agency (FEMA):

Each year college and university students, on- and off-campus, experience hundreds of fire-related emergencies nationwide. There are several specific causes for fires on college campuses, including cooking, intentionally set fires, and open flame. Overall,

most college-related fires are due to a general lack of knowledge about fire safety and prevention. For most students, the last fire safety training they received was in grade school, but with new independence comes new responsibilities. It is important that both off-campus and on-campus students understand fire risks and know the preventative measures that could save their lives.

Please take a moment to explore the Alarming Truth and Center for Campus Fire Safety links, available under Tools & Resources. [We also recommend all students take a moment to watch this fire safety video.](#)

These tips could save your life!

If you are **inside** the building:

- Do not fight the fire.
- Activate the nearest fire alarm and alert those around you.
- Evacuate the area, shutting doors behind you.
- Do not lock doors.
- Do not use elevators; use only the stairs.
- Close doors behind you as you leave.
- If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit.
- When approaching a closed door, feel the door with the back of your hand—if the door is cool, carefully open the door and (if safe) proceed with the evacuation.
- If smoke, heat or flames block your exit, stay in the room with the door closed.
- Block the smoke at door cracks and air vents.
- If possible, wet a towel through which to breathe.
- Call **911 and tell them your location** to alert authorities of your situation.
- Signal for help by using a bright-colored cloth or flashlight at the window.
- Assist others in evacuation—if someone is unable to leave, you should continue to evacuate and alert responders.
- When safely away from smoke or fire, call 911 and tell them your location or call **University Police (Landline Extension: 6111 or Cell: 978.542.6111)**.
- Go to the Evacuation Assembly Area.
- Do not return to building unless authorized by a police officer or fire official.

If you are **outside** the building:

- Do not enter the building.
- Call 911 and tell them your location or University Police (Landline Extension: 6111 or Cell: 978.542.6111).
- Assist others once they are safely away from the building and encourage them to remain in the Evacuation Assembly Area.

Explosions

- Notify University Police (Landline Extension: 6111 or Cell: 978.542.6111).
- Take cover under sturdy furniture or evacuate the building if directed to do so

- by authorized emergency personnel.
- Do not use cell phones or any electrical devices that could spark further explosions.
- Signal for help by shouting or hanging an article of clothing from a window, but do not linger by windows.
- If possible, move away from the site of the hazard to a safe location.
- Do not use elevators.
- Be careful of fallen debris, glass or heavy objects that might be about to fall.

Evacuating People with Disabilities

Assisting Blind/Visually Impaired

- Clearly announce the type of emergency.
- Offer your arm for guidance.
- Tell the person where you are going and alert him/her to obstacles along the way.

Assisting Deaf/Hearing Impaired

- Turn lights on and off to gain the person's attention.
- Indicate directions with gestures or a written note.

Assisting Mobility-Impaired/Wheelchair Users

- Elevators should not be used to move people with disabilities.
- Consult the individual on how they should be moved.
- Seek volunteers to assist students/personnel with physical disabilities to the nearest enclosed stairway or designated areas for rescue assistance.
- One individual should remain with the person(s), if it can be done without unreasonable personal risk.
- Others should advise emergency personnel of the location so that the evacuation can be completed.
- If an imminent danger situation exists and the person requests assistance in evacuation before emergency personnel can arrive, assist in finding volunteers to evacuate the person per his/her instructions.

Mental Health Emergency/Suicide Threat

Be alert for the signs that someone could be in need of mental health assistance:

- Severe loss of emotional control
- High levels of irritability
- Changes in hygiene, speech, attentiveness, or social interaction
- Active and excessive drinking or drug use
- Impaired speech or garbled/disjointed thoughts

- Excessively morbid, violent or depressing themes in written assignments
- Verbal expressions of suicidal or violent thoughts

If someone displays overtly threatening behavior constituting an immediate threat to themselves notify University Police (Landline Extension: 6111 or Cell: 978.542.6111).

- Do not leave the person alone.
- Be empathetic and show your concern.
- Try to sit down with the person; sitting is a less aggressive posture than standing or moving around.
- Provide positive feedback, such as, "We can get this straightened out," or, "I'm glad you're telling me how you feel about this."
- If safe to do so, calmly but firmly remove immediate means of hurting him/herself:
 - If the individual has a weapon, do not try to take it physically or through force
 - If the individual has a weapon, stay out of arm's reach—do not touch the person
 - Alert emergency responders of the presence of weapons
 - Ask direct questions about the individual's intention
 - Listen to what is said and treat it seriously
 - Do not argue, yell or joke
 - Do not debate or lecture about whether or not suicide is right or wrong
 - Do not swear to secrecy
 - Do not challenge the individual or use scare tactics

If someone has attempted suicide, immediately call University Police (Landline Extension: 6111 or Cell: 978.542.6111) or 911 and tell them your location, see *procedure for Medical Emergency (Accident)*

If someone displays overtly threatening behavior constituting an immediate threat to others, notify University Police (Landline Extension: 6111 or Cell: 978.542.6111), see *procedure for Active Threat, Violent Person*.

Utility Failures

Electrical Power Failure

- Notify University Police (Landline Extension: 6111 or Cell: 978.542.6111).
- If there is smoke or fire, activate the fire alarm—See Fire procedure.
- If safe to do so, unplug all equipment being used in your area—computers, printers, etc.
- Evacuate the building and move cautiously to a lighted area—See *Evacuation* procedure.
- Stay away from downed power lines.
- Emergency exit lighting may only stay on for a short time.
- During an extended power outage, you may have to leave the building and go to your building Evacuation Assembly Area (See *Evacuation* procedure).

- In order to maximize the emergency generator run time and efficiency, please turn off power to non-essential areas (departmental kitchen, copier room, etc.) and equipment (computer, coffee machines, etc.).

Water Leak

- Notify University Police (Landline Extension: 6111 or Cell: 978.542.6111).
- If possible, turn off the water supply.
- Stop using any electrical devices in the area and remove objects, if safe to do so.

Gas Leak

- Cease all operations—Do not switch lights or any electrical equipment on or off.
- Pull the fire alarm and evacuate to the designated assembly area—See procedure for *Fire and Facility Evacuation*.
- Notify University Police (Landline Extension: 6111 or Cell: 978.542.6111).
- Do not re-enter the building or area until notified that it is safe to do so.

Ventilation Problem

- If smoke or noxious odors come from the ventilation system, immediately notify University Police (Landline Extension: 6111 or Cell: 978.542.6111).
- Cease all operations.
- Pull the fire alarm and evacuate to the designated assembly area—See procedure for *Fire and Facility Evacuation*.

Stuck Elevator

- Use the emergency phone that rings directly to University Police (Landline Extension: 6111 or Cell: 978.542.6111).
- Stay calm—elevators have a failsafe condition and cannot go into free fall.
- Do not try to open elevator doors or climb out.
- Wait for assistance.

Suspicious Package

Refer to the following guidelines to make sure the package is not simply unattended:

- Ask people nearby if the package belongs to them.
- If you receive or discover a suspicious package, letter or object; do not touch it, tamper with it or move it.
- Contact University Police (Landline Extension: 6111 or Cell: 978.542.6111) and provide as much information as possible.
- Move away from the area and tell others to do the same

Characteristics of suspicious letters and packages:

Origin - Postmark doesn't match the city of the return address, name of sender is unusual or unknown, or no return address

Postage - Excessive or inadequate postage

Balance - The letter is lopsided or an unusually thick weight — the letter or

package seems heavy for its size

Contents - Stiffness or springiness of contents; oily outer wrapping or envelope; grease stains, leaking or discoloration; feels like it contains a liquid or powdery substance

Smell - Particularly almond or other suspicious odors

Writing - Handwriting of sender is not familiar or indicates a foreign style not normally received by recipient, or cut-and-paste or rub-on-block letters are used—common words, names or titles are misspelled or special instructions like “fragile,” “confidential,” “personal”, “only open by_____” or “do not delay” are present.

If the letter or package is a mail bomb, the letter or package may also have:

- Protruding wires or metal, strange odors or stains
- Excessive weight/postage/securing materials (tape, string, etc)
- Buzzing, ticking or a sloshing sound
- Irregular shape, soft spots or bulges
- Excessive weight for its size
- Feel rigid or appear uneven or lopsided

If you suspect that a package contains an unknown substance:

- Place it down immediately and gently.
- Do not shake, empty or do anything that would make the substance airborne.
- Secure the package in a plastic bag, if available.
- Close doors, windows and (if possible) shut down ventilation systems.
- Avoid contact with others if you come in direct contact with a suspicious substance.
- Prevent access to the area for the safety of others .
- Leave the room, wash hands and/or any affected area of contact and quarantine yourself until help arrives.

Shelter-In-Place

Shelter-In-Place orders are given to protect people from moving into a potentially dangerous area. You may be notified of a Shelter-In-Place order via phone, email, text, or another person. Be sure to sign up for emergency alert notification.

Instructions can be found at **polaris.salemstate.edu** or **navigator.salemstate.edu**.

If you are **outside** a building, move inside the nearest building immediately.

If you are **inside** a building:

- Seek shelter in the nearest room if you are in a hallway or open area.
- Instructors should verify class attendance and keep classes together.
- Remain sheltered until authorities give an all-clear notification.

Should the fire alarm sound, do not evacuate the building unless:

- You have firsthand knowledge that there is a fire in the building, or

- You have been advised by police officers to evacuate the building, or
- There is imminent danger in the immediate area.

Monitor the university website, email, text messages, etc. if possible for messages giving you further instructions.

Do not call University Police or 911 unless you are reporting a life-threatening situation.

Lockdown

A Lockdown is required when there is an intruder in the building, a hostage situation, an armed offender and/or other life-threatening situations in progress.

When a lockdown announcement is made, all school entry points are locked and no one is permitted entry into or out of the building.

If you are **outside** a building, move inside the nearest building immediately .

If you are **inside** a building:

- Seek shelter in the nearest room if you are in a hallway or open area.
- Lock and barricade doors.
- Close windows and blinds.
- Turn off lights.
- Remain quiet and do not enter hallways or open areas.
- Crouch down in areas that are out of sight from doors and windows.
- Silence cell phone ringers.

Should the fire alarm sound, do not evacuate the building unless:

- You have firsthand knowledge that there is a fire in the building, or
- You have been advised by police officers to evacuate the building, or
- There is imminent danger in the immediate area.

Monitor university website, email, text messages, etc. if possible for messages giving you further instructions.

Do not call University Police or 911 unless you are reporting a life-threatening situation.

Hostage Situation

If you are involved in a **hostage situation**:

Remain calm, be polite and cooperate—avoid speculating, time is on your side.

Don't speak unless spoken to and only when necessary—speak in a calm, assertive voice.

Do not complain or argue—comply with directions and instructions the best you can.

If medication or first aid is needed by anyone, tell the hostage taker.

Maintain eye contact, if possible, but do not stare.

Be observant—when you are released or when you escape, the personal safety of others may depend on what you remember about the situation.

Avoid drastic action or heroics—DO NOT attempt to escape, it is better to be submissive.

Try to establish a relationship with your captors and get to know them—captors are less likely to harm you if they respect you.

The police response to this situation is different than an active shooter—the police will not proceed immediately into the situation but will surround the area and attempt to set up negotiations with the hostage taker—a hostage situation could last for hours or days.

The ultimate goal is for the hostage taker to release all hostages and peacefully surrender to the police.

Active Threat

If there is an active shooter or individual with weapon on campus, remain calm and encourage others to do the same.

If exiting the building **is** possible:

- Initiate ***Evacuation procedure***.
- If there is an escape path, exit the building immediately.
- Evacuate whether others agree to or not.
- Leave your belongings behind.
- Help others escape if possible.
- Prevent others from entering the area.
- Be aware of your surroundings, stay alert and take cover behind vehicles, thick walls or trees.
- Call **University Police (Landline Extension: 6111 or Cell: 978.542.6111) or 911 and tell them your location** when you are safe.

If exiting the building **IS NOT** possible:

- Initiate or participate in ***Lockdown procedure***.
- Find a place to hide.
- Lock and/or blockade the door.
- Silence your cell phone.
- Hide behind large objects.
- Remain very quiet.
- As a last resort, and only if your life is in danger, fight.
- If in a group, spread out within the room and quietly discuss a plan if shooter enters.
- Be prepared to use all possible distraction methods (throwing objects, yelling, tackling).
- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.
- Remain in place until verified authorities give an all-clear notification .
- Follow instructions from University Police—do not attempt to talk to police unless they ask you a question.
- Move with hands open and elevated to show law enforcement you are not a threat.

If you encounter a **violent person (student, employee, visitor)**:

- Notify **University Police (Landline Extension: 6111 or Cell: 978.542.6111)**

- and provide as much information as possible.
- Leave the area—do not approach the intruder or intervene in a dangerous situation.
 - If initiated, **see *Lockdown or Shelter-In-Place procedure.***
 - For additional information, **see *Suspicious Person or Mental Health Emergency procedure.***

Additional information from *DHS, National Retail Federation, Retail Industry Leaders Association, National Tactical Officers Association and Fairfax County, VA Police Department document: Active Shooter How to Respond.*

Active Shooter Situations

Profile of an active shooter

An "Active Shooter" is an individual actively engaged in killing or attempting to kill people in a confined area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 5-15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Coping with an active shooter situation

There are three basic options: RUN, HIDE or FIGHT. Quickly determine the most reasonable way to protect your own life. Remember that others will follow the lead of employees, faculty, staff, or management during an active shooter situation. We highly recommend you watch [this valuable video](#) for additional information.

1. Run - Evacuate: If an escape route is accessible, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Evacuate regardless of other's decisions to stay or follow.
- Leave belongings behind.
- Assist others escaping, if possible.
- Prevent individuals from entering the area where the active shooter may be, warn people .
- Keeps hands visible to Law Enforcement.
- Follow first responders instructions, police, etc.
- Do not attempt to move wounded individuals.
- Call 978.542.6111 or 911 when safe to do so .

2. Hide out - If evacuation/escape not possible, find a place to hide where an active shooter is less likely to find you.

Your hiding place should:

- Be out of the shooter's line of sight or view.
- Provide protection if shots are fired in your direction (i.e., closed and locked door of office or closet) .
- Not trap you or restrict options for movement.
- To help prevent an active shooter from entering your hiding place:
 - Lock all doors.
 - Barricade the door if possible with available items (i.e. heavy furniture, etc.).

- If the active shooter is within your vicinity:
 - Lock the door
 - Silence all cell phones, pagers, radios, or other devices, etc.
 - Turn off sources of noise such as TVs, radios, etc.
 - Conceal yourself behind large objects such as book cases, desks, etc.
 - Remain silent, limit movement which creates noise.

3. Fight: take action against an active shooter

Take last resort measures for survival when facing imminent injury or death. Attempt to disrupt and/or incapacitate the active shooter by:

- Acting aggressively towards the shooter/engaging in physical attack
- Throwing items or using improvised weapons
- Yelling
- Staying committed to your actions. Do not let up until shooter is incapacitated or disrupted

How to respond when law enforcement arrives

Arriving law enforcement's first priority is to engage and stop the active shooter as soon as possible. Officers will form up and immediately proceed to engage the active shooter, moving towards the sound of gunfire.

- Officers will group into teams of four to engage if possible.
- Arriving officers may be from various agencies and have different uniforms, equipment, and other types of vehicles, some not marked .
- Officers may have various types of weapons, i.e. handguns, shotguns, and assault rifles .
- Officers may deploy tear gas or pepper spray to control the situation.
- Officers may shout commands and push people down on the ground for their safety.

Your attention to law enforcement officers is vital for survival:

- Remain calm, and follow officers' instructions
- Put down any handheld items, i.e. bags, backpacks, jackets, etc.
- Immediately raise hands/spread fingers
- Keep hands visible at all times
- Avoid making quick movements towards officers or grabbing onto them
- Avoid pointing, screaming or yelling at officers
- DO NOT stop and ask officers for directions or help when evacuating, just proceed in the direction where officers are entering

Information to provide law enforcement or 911 call taker

Accurate and relevant information to law enforcement is vital for active shooter mitigation and can be provided to on scene police or 911 call takers.

- Location of the active shooter
- Number of active shooters
- Physical description of active shooter(s)
- Clothing, height, weight, hair color, type of weapon,
- Distinguishing characteristics i.e. mask worn, wearing tactical equipment, etc.
- Number of weapons and types/explosive type devices in area
- Number of potential victims at the location

Note:

Arriving officers will not stop to help injured persons, their initial response is to stop the active shooter, so be cognizant of this. Expect rescue teams comprised of additional officers and other emergency medical personnel to follow the initial response officers. The rescue teams will treat and remove any injured persons. They may call upon able-bodied individuals to assist them in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control and secure and all witnesses have been identified and questioned. DO NOT leave until released by law enforcement authorities.

Natural Disasters**Earthquakes**

- If an earthquake strikes take cover immediately under a sturdy piece of furniture.
- Be prepared to move with the furniture and, if possible, grab hold of it.
- Cover your head, neck and face.
- Stay away from windows and items that might fall.
- Do not attempt an evacuation during the earthquake.
- Once the shaking stops; evacuate and remain prepared for aftershocks.
- Do not move seriously injured individuals.
- Provide search and rescue personnel with the last known location of any missing victim.
- Once outside seek open areas away from power lines, buildings and objects that might fall.
- **See *Shelter-In-Place* procedure.**

If in an Elevator:

- If power fails, elevators will stop and lights will go off.
- Be patient—emergency personnel will rescue you as soon as possible.

If Outside:

- Move to a clear area if safe to do so—avoid falling hazards.
- Drop, cover and hold in an open area—protect your head and neck.
- Follow directions of emergency personnel.

If in a Vehicle:

- Pull over and stop in clear area—avoid overpasses, power lines and structural hazards.
- Stay with your vehicle.

After the shaking stops:

If inside a Campus Building:

- Expect aftershocks over the next hours or days.

- Check yourself and others for injuries—report any injuries to supervisor or emergency personnel.
- Use your training to provide first aid, use fire extinguishers, clean up spills, etc.
- Assess your surroundings, check for damage and hazardous conditions—report them to supervisor or emergency personnel.
- Phone systems may be severely impacted—limit phone use to emergency calls only.
- Do not evacuate automatically—outdoor hazards may be greater than indoor hazards.
- If asked to evacuate to assembly areas, move swiftly—grab keys, personal items and emergency supplies only if convenient and safe to do so.
- Follow directions of emergency responders.

If Outdoors on Campus:

- Stay clear of buildings, trees or other falling hazard areas.
- Move to evacuation assembly areas.
- Follow directions of emergency personnel.

When To Go Home:

In the event of a major earthquake, be prepared to stay on campus. You should not try to get home until emergency personnel say it is safe, the streets are cleared for travel and most emergency conditions have been stabilized. The campus is prepared to provide emergency care and shelter.

Hurricanes and Floods

The university will close before travel conditions become dangerous and will not reopen until the environment is safe.

Winter/Ice and Tropical Storms

The university will try to close before travel conditions become dangerous and will not reopen until the environment is safe.

Thunderstorms

Avoid water fixtures, telephone lines and any electrical conducting materials.

Stay inside buildings.

Modern buildings are designed to withstand significant damage resulting from thunderstorm wind, rain, hail, and lightning strikes.

While in your car, keep in mind that because cars are low profile and supported on rubber tires (an effective electric insulator), they are generally (but not always) safe from lightning strikes; electrical current will also generally follow a path around, rather than through, the passenger compartment (not necessarily

true for convertibles).

Do not stand in an open area.

Do not stand underneath a tall tree (especially if it is in an isolated area).

Do not seek shelter in a small structure in an open area.

Do not stand in or around a body of water.

If in an open area, go to the nearest ditch or ravine and drop to your knees.

If in a wooded area, go to a low area of small trees/bushes.

Stay away from anything metal (equipment, golf clubs, wire fences, metal buildings, etc.).

Tornadoes

Notification of a pending disaster will be announced (over the Mass Notification System, email or telephone)—fire/evacuation alarms are not to be activated.

Evacuate all trailers and temporary structures; proceed immediately to a structurally secure building.

Go to the interior area of the building.

Avoid west and south facing exterior walls and rooms (tornadoes generally travel from the southwest to the northeast in the USA).

Take cover under a sturdy object.

Protect your head, neck and face.

Stay away from windows, glass and items that might fall.

Depending on your location, keep the following in mind:

- If in a house or small building, go to the basement or cellar.
- If there is no basement, go to an interior room on the lowest level.
- Take cover under a sturdy object while covering your head, neck and face.
- If in a school, office, shopping center, etc., go to an interior hallway on the lowest level.
- Do not seek shelter in gyms, auditoriums and other large open areas.
- If in a high-rise building, go to an interior hallway on the lowest level possible.
- Do not take the elevator.
- If in a car and the tornado is nearby, get out—tornadoes can move swiftly and are often erratic.
- If in an open field, lie face down in a ditch or nearest ravine and cover your head with your hands: this procedure is preferable to remaining in a car or mobile home.