

**IN CASE OF EMERGENCY, CALL
205-726-2020**

Samford University Public Safety

For non-emergencies, call the HUB: 205-726-2407



CAMPUS EMERGENCY QUICK REFERENCE GUIDE

EVACUATION PROCEDURE—FIRE

- Activate the fire alarm.
- When the fire alarm is activated, evacuation is mandatory.
- Call Public Safety (**205-726-2020**) for help.
- Warn others.
- Evacuate immediately at the nearest exit to an area that does not impede responders.
- Assist persons with disabilities, if possible.
- DO NOT USE ELEVATORS.
- Do not re-enter the building until authorized by Public Safety officials.

SHELTER IN PLACE—TORNADO WARNING

- If you are notified of a warning via email or the RAVE alert system, seek shelter immediately in the nearest facility.
- Proceed to an interior hallway on the lowest level. Stay away from windows and doorways.
- An “all clear” announcement will be made via Samford email and the RAVE alert system.

SHELTER IN PLACE—ACTIVE SHOOTER

Able to Evacuate

- Try to remain calm.
- If possible, flee the area safely.

- Notify anyone you may encounter to exit the building immediately.
- Evacuate to a safe area away from the danger, take cover, and stay until assistance arrives.

Unable to Evacuate

- Call Public Safety (**205-726-2020**) and 911 with your location.
- If flight is not possible, Shelter in Place.
- Close, lock, and barricade doors and windows.
- Turn off all lights, radios, and computer monitors.
- Seek protective cover for yourself and any others (concrete walls, thick desks, etc.).
- Keep occupants calm, quiet, and out of sight. Mute or turn off cell phone ringers.
- DO NOT answer the door.
- If possible, place signs in exterior windows to identify the location of injured persons.
- DO NOT approach Emergency Responders—let them come to you. Follow their instructions EXACTLY.
- Remain where you are until “all clear” instructions are given.
- If faculty, staff, or students do not recognize the voice that is giving instructions, they should stay put. Unknown or unfamiliar voices may be false and designed to give false assurances.

HOW YOU’LL BE NOTIFIED OF AN EMERGENCY...

Text Message/RAVE ALERT System: University faculty, staff, and students may sign up to receive emergency-related text messages via RAVE ALERT System. To sign up for RAVE, log into the Samford portal. Click on the *Banner* tab > *Personal Information* tab > *Update my RAVE Emergency Alert Information*. Once information is entered, click the *Update* button.

Fire Alarm: When a fire alarm is activated, evacuation is mandatory.

Email: Emergency-related emails are sent to everyone with a samford.edu address.

Residence Life: University Residences have specific procedures for alerting people in individual halls via Resident Assistants, phones, and signage.

Local Media: The University works with the news media (radio, TV, newspapers, and Internet) to help spread the word.

Samford Cable Television: The Bulldog Cinema Channel (30) and the Information Channel (36) may broadcast emergency information.

Samford Homepage: Emergency updates are posted on <http://www.samford.edu>.

FOR MORE INFORMATION: <http://www.samford.edu/departments/public-safety>