IN CASE OF EMERGENCY, CALL  
205-726-2020 
Samford University Public Safety  
For non-emergencies, call the HUB: 205-726-2407

**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.  
- 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.  

**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.  

**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