

Emergency Notifications & Public Address System

The university will notify students, employees and guests of campus emergencies related, but not limited, to Medical Emergencies, Tornado Warnings, Terrorist Threats, Bomb Threats, Chemical or Hazardous related incidents, Active Shooters, Fires or Emergency Evacuations.

Notifications may include the use of building P. A. Systems, E-Mails, Fire Alarms, Internet or Web Messages, Posting Safety Alerts on Doors and Bulletin Boards, Internal Phone System or Verbal Messages. Notifications may inform university members on the nature of the incident and outline any specific instructions related to appropriate actions and safety or security.

Public Address System Prerecorded Messages

Building Closure

Play this message 15 minutes prior to the building closing.

1.

May I have your attention please... the buildings will be closing in 15 minutes, please complete your work and prepare to leave the building at this time.

Play this message 5 minutes prior to the building closing.

2.

May I have your attention please... the building will be closing in 5 minutes, please leave the building at this time. The building access control system will be set in each building and emergency alarms will be activated for anyone that leaves after the closing time.

Severe Weather - Tornado.

3.

May I have your attention please... the National Weather Service has reported a Tornado Warning for this area. We ask that everyone immediately move to an interior lower level shelter area of the building. Support Staff may assist all guests to the nearest shelter area until the all clear notice is received.

4.

Attention... the tornado Warning has ended, please return to your normal activities

5.

Fire Alarms.

May I have your attention please...the fire alarm has sounded. For your own safety please exit the building by the nearest fire exit. Do not use the elevator. If you have

mobility interests, please access the nearest stairwell and wait for assistance from the Fire Department.

6.

Fire Alarm Test.

May I have your attention please... for the next several minutes a Fire Alarm test will be conducted. This is only a test and evacuation is not necessary.

Other PA Announcements

General Evacuations.

May I have your attention please... please exit the building immediately by the nearest exit. Please remain at a distance of 100 feet until the notification to return.

Active Shooter on Campus.

May I have your attention please... we have been notified that a (race) white (gender) male is on campus with a gun and that shots have been fired. The campus has been placed in a lockdown status. Avoid (building)_____.

Everyone is urged to seek immediate shelter in a classroom, department or office... secure the door if possible by locking it or barricade the door with desks, table or other materials. Do not confront the individual and if you hear shots please call 9-911 to report your location.

The police have been notified and are responding. Once additional information is available, notifications will be made offering directions.

All Clear Statement.

The incident involving an on campus shooter has ended, please evacuate the buildings. Emergency personnel are prepared to offer assistance.

Chemical Spills or Hazardous Materials.

May I have your attention please... due to the environmental conditions outside, please remain in the building in a safe location away from open doors or windows until further notice.

Winter Closure.

May I have your attention please... due to the severe winter weather conditions that are developing and in the interest of safety, all campus locations will close for the remainder of the day. All classes and events are cancelled and the Library is closed.

Bomb Notification

No PA announcement should be given unless directed by authorities. Emergency authorities will determine if the Fire Alarm should be used for evacuation purposes.

May I have your attention please... the university has received notification of a bomb threat. While this threat has not been confirmed, we are evacuating the buildings to a distance of 500 feet for precautionary purposes.

At this time everyone must collect their personal belongings and immediately evacuate the buildings. No one is allowed to remain in the buildings. Do not disturb any suspicious packaged and repost any unusual packages or activities to the authorities. Additional information will be provided once available.