

Emergency Procedures

Academic Buildings (7/2007)

The key to surviving any emergency is to remain calm, avoid panic, be aware of your environment and be proactive by reviewing emergency procedures. In order to prepare for an emergency, please review the information provided below with specifics for your classroom building:

GENERAL INFORMATION

*In case of any emergency on campus, call **Campus Police at 513-745-1000**. Do not dial 911.*

Fire Safety

- If you see or suspect a fire, sound the alarm and alert as many people as possible while leaving the building.
- If there is smoke, keep low to the floor.
- Go to the nearest exit or stairs. Do not use the elevator.
- If you are trapped in a building go to the nearest window. Shout and wave something to attract attention.

Illness/Serious Injury

- Give the exact location of the victim (building and room number), apparent nature of the illness or injury, your name and the phone number.
- Remain at the scene to direct emergency personnel to the victim.
- Never attempt to move the injured person unless absolutely necessary.

Power Outage

- Emergency lights will come on. If power is not restored within 5-10 minutes, exit the building if possible or wait for instructions as to what to do.

Tornado/Severe Weather

- When a tornado or severe weather siren sounds, take shelter in the lowest level of the building away from windows and doors.
- Campus Police will alert people that a tornado warning has been issued and to seek immediate shelter.

Shooting Situation

- Determine the location of the threat (inside/outside of building) and attempt to evacuate to a safe area and take protective cover.
- Notify anyone you encounter to exit the building.
- If you cannot exit the building, go to the nearest room and lock the door if possible. Take protective cover and keep quiet. Wait for police.

BUILDING SPECIFICS

Tornado shelter for all buildings is designated in the basement/lower level hallways and interior rooms near the west wall unless otherwise noted.

Albers Hall

In case of fire, evacuate the building and assemble at the X located in front of McDonald Library.

Alter Hall

In case of fire, evacuate the building and assemble at the X located in front of McDonald Library. Tornado shelter is designated in the basement hallway and east side classrooms.

Alumni Center

In case of fire, evacuate the building and assemble in the lower parking lot in front of the building or the Woodburn Avenue parking area at the rear of the building.

Armory

In case of fire, evacuate the building and assemble in front St. Barbara Hall. Tornado shelter is designated in the interior hallway and if necessary the ROTC Supply Room on the lower level.

During and after an emergency, the University will communicate with the campus community through the Xavier website, broadcast e-mail messages, public address announcements, voicemail and/or local media. For more information visit <http://www.xavier.edu/emergency>

Emergency Procedures

Academic Buildings (7/2007)

BUILDING SPECIFICS Continued. . .

Tornado shelter for all buildings is designated in the basement/lower level hallways and interior rooms near the west wall unless otherwise noted.

Cohen Center

In case of fire, evacuate the building and assemble 100 feet from the building.

Edgecliff Hall

In case of fire, evacuate the building and assemble on the patio in front of McDonald Library.

Elet Hall

In case of fire, evacuate the building and assemble on sidewalk in front of Sycamore House.

ESL House

In case of fire, evacuate the building and assemble on the patio in front of Brockman Hall.

Gallagher Student Center

In case of fire, evacuate the building and assemble on the campus green, near the stage in front of Husman Hall.

Hailstones Hall

In case of fire, evacuate the building and assemble in front of Bellarmine Chapel.

Hinkle Hall

In case of fire, evacuate the building and assemble on the patio in front of McDonald Library. Tornado shelter is designated in the first floor restrooms and interior hallways.

Honors House

In case of fire, evacuate the building and assemble in the courtyard in front of Manor House.

Joseph Hall

In case of fire, evacuate the building and assemble on the sidewalk at the entrance of the south parking lot. Tornado shelter is designated in the first floor hallways and west side classrooms away from windows.

Linder Hall

In case of fire, evacuate the building and assemble on the sidewalk between Alter Hall and Bellarmine Chapel.

Logan Hall

In case of fire, evacuate the building and assemble in the breezeway between Hinkle and Albers Hall.

McDonald Library

In case of fire, evacuate the building and assemble in the "X" in front of Hinkle Hall.

Schmidt Fieldhouse

In case of fire, evacuate the building and assemble on sidewalk in front of the Armory or alongside the O'Connor Sports Center.

Schmidt Hall

In case of fire, evacuate the building and assemble on the patio in front of McDonald Library. Tornado shelter is designated on the first floor restrooms.

Schott Hall

In case of fire, evacuate the building and assemble on the "X" in front of McDonald Library. Tornado shelter is designated in the hallways and interior rooms of the two lower levels.

St. Barbara Hall

In case of fire, evacuate the building and assemble at the flagpole in front of the Armory.

Sycamore House

In case of fire, evacuate the building and assemble on the sidewalk next to the Elet Hall sign.

*In case of any emergency on campus, call **Campus Police** at 513-745-1000. Do not dial 911.*

During and after an emergency, the University will communicate with the campus community through the Xavier website, broadcast e-mail messages, public address announcements, voicemail and/or local media. For more information visit <http://www.xavier.edu/emergency>