

# EVACUATION

In case of **fire**, follow these steps:

1. DO NOT PANIC. REMAIN CALM.
2. If there is smoke in the room, keep low to the floor.
3. Before opening a door, feel the door and knob. If they are hot, do not open the door.
4. Before opening a door, brace yourself against it and open it slightly. If heat or heavy smoke is present, close the door and stay in the room.
5. If you are trapped in the building, call 911 and give your location.
6. If you can leave the room, do so and close the doors behind you.
7. Go to the nearest exit or stairs. If the exit contains dense smoke, find another escape route.
8. After evacuating the building, meet on the second row of parking spaces in the South parking lot or North side of campus by the pond and stand clear of emergency response teams.

Evacuate the building any time a fire alarm is activated, even if there is no actual proof of a fire.

Evacuation for those with **Disabilities**:

1. If you can exit the building on your own, do so.
2. If you need assistance exiting the building during an evacuation, meet in the designated "Handicap Area of Refuge" located next to the elevators on each floor.
3. Once safely at the "Handicap Area of Refuge", wait for assistance

Monitor the KatSafe website for up-to-date information on weather, fire alarms, and active shooters: <https://www.shsu.edu/katsafe/>

In case of an **Active Shooter**, follow these steps:

## **AVOID**

Starts with your state of mind...

Pay attention to your surroundings.

Have an exit plan.

Move away from the source of the threat as quickly as possible.

## **DENY**

When getting away is difficult or maybe even impossible...

Keep distance between you and the source.

Create barriers to prevent or slow down a threat from getting to you.

Turn the lights off.

Remain out of sight and quiet by hiding behind large objects and silencing your phone.

## **DEFEND**

Because you have the right to protect yourself...

Be aggressive and committed to your actions.

Do not fight fairly. THIS IS ABOUT SURVIVAL.