

Emergency Procedures

TO REPORT AN EMERGENCY – DIAL 9-1-1 (from on campus phone dial 9-9-1-1)

For non-emergency response, call 385-2900.

Fort Lewis College has established an Emergency Response Plan to deal with various crises which might threaten the resources of the College, the physical safety of its students, staff, faculty and the general public.

Minor incidents will be handled completely by Campus resources or designated responders. In the event of a more severe emergency, the campus community will be notified of the response required.

GENERAL INSTRUCTIONS

- Call 9-1-1 (campus 9-9-1-1) immediately.
- Be familiar with location of exits from buildings.
- When evacuating by vehicle, drive with caution.
- When leaving buildings, remain at least 500 feet away.
- Allow room for emergency vehicles and personnel.
- Remain clear of any incident in progress.

GENERAL EVACUATION

- ALL staff, students & visitors MUST evacuate the building.
- FOLLOW a specific route if directed.
- TAKE class roster with you.
- TAKE easily carried personal belongings with you.
- ASSIST students with disabilities.
- LEAVE immediately in a calm & orderly manner.
- PROCEED to the nearest marked exit.
- DO NOT use the elevators.
- DO NOT remain in the inner courtyard.
- GATHER & REMAIN at least 500 feet away from the building.
- ACCOUNT for all students & employees.
- WAIT to be contacted – do not return to the building unless told to do so by Emergency Responders.

ROOM LOCKDOWN

- LOCK all doors & windows.
- TURN lights out.
- STAY quiet & away from doors & windows.
- MAINTAIN a calm environment.
- REMAIN in secured room until notified.
- ACCOUNT for all students & employees.

SEVERE WEATHER

- LOG OFF and turn off computers & electrical equipment, close cabinets and drawers.
- DO NOT leave the building.
- EVACUATE all lobby areas, and upper levels of buildings.
- STAY AWAY from glass windows and open areas. If possible, move everyone to a lower level.
- PROCEED to sheltered areas. Main level areas such as inner rooms without windows are considered sheltered areas.

If there is no time to reach a Sheltered Area:

- MOVE as far away from windows as possible.
- LIE on the floor with your head pointed away from windows and outside doorways.
- GET under a piece of heavy furniture or desk for additional protection.
- REMAIN stationary for at least 15 minutes in case the tornado doubles back.

SHELTER IN PLACE

- STAY in the classroom/office/designated location.
- CLOSE & lock all exterior doors & windows. If no locks, place desks or other heavy objects in front of them to impede entry.
- MOVE to the safest place in the room away from doors & windows, but not under desks or other furniture.
- It may be necessary to limit the amount of outside air coming entering the building for a short time. In these cases, air handlers will be shut off to minimize exposure.