

EMU at Lancaster Emergency Procedures

Emergency Number	On-campus phone
Police/Fire/Medical Emergency	911
After hours maintenance hotline	717-293-4404

Your location: Eastern Mennonite University at Lancaster, 1846 Charter Lane

Fire

- Alert others in building.
- Call 911.
- **Everyone must always evacuate** the building when an alarm is activated to designated gathering point and follow instructions from the administrative team. Remain calm and assist others.
- Do not take time to turn off computers.
- Confine the fire by closing all doors and windows if possible.
- Extinguish the fire if you have been trained and it is safe to do so.
- Do not re-enter until authorized to do so by emergency personal or the administrative team.

Weather emergency

- The administrative team coordinates response. (After notification through official EMU communication.)
- **Seek shelter inside a building** until notified by university officials that it is safe to leave.
- If flooding occurs, seek higher ground and avoid walking through standing or moving water.
- Stay away from electrical lines and devices.

Official EMU Communications

Campus emergency? EMU will communicate through these methods:

- Critical Information Alert on myEMU and EMU at Lancaster home page
- E-mail to primary and secondary e-mail accounts
- Moodle announcement through program commons and courses
- Local media/WGAL channel 8

Hostile Intruder

- Remain calm; do not engage the intruder.
- If safely possible, try to escape the area quickly and quietly.
- If attempting to escape, do not carry phones or other objects in your hands. **Keep hands elevated and open palms** when moving through open areas.
- If you cannot safely exit the building, seek shelter in a room where doors can be locked or barricaded securely.
- **If intruder is inside**, raise blinds, **if intruder is outside**, lower blinds, close and lock windows, remain out of sight, turn off lights.
- Once secured inside, take cover behind concrete walls, thick desks, filing cabinets, away from windows and doors.
- Remain quiet, **turn off cell phone ringer**, and assist others if they are injured.
- Only one person from the room should call 911. Provide location, intruder location and condition of others. If you cannot speak, leave the line open so the dispatcher can hear what is going on.
- Do not respond to any unfamiliar voice commands until you are sure they are coming from a police officer.
- Do not open the door until you are positive it is a police officer or recognized campus official coming to help you.

Emergency Preparedness

Review EMU's comprehensive safety plan at www.emu.edu/crisisplan

