

Emergency Best Practices Quick Reference Guide - College of Business

Emergency Contact Number: Campus PD 568-6911 or 568-6912 (non-emergency)
421 Bluestone Drive, Harrisonburg, VA

When to Evacuate: Fire alarm sounds, visible fire or smoke, or official order.

- Follow posted signs or use the nearest safe exit, familiarize yourself with multiple exits from your location, be vigilant and use your best judgement.

If the Fire Alarm Sounds:

- Evacuate immediately.
- Do not use elevators.
- Proceed to the designated assembly points.
 - Courtyard behind COB
- Assist others when possible. Those unable to use the steps should gather in an Area of Rescue, in the stairwells of Hartman or Showker Hall.
 - (Emergency services must be notified of individuals in Areas of Rescue.)

If there is an Active Threat (Lockdown/ Gunshots/Intruder):

- Lock doors immediately
- Turn off lights
- Silence phones
- Hide/Stay out of sight (remove yourself from glass areas whenever possible)
- Remain silent and await further instructions.

If there is a Medical Emergency/Other:

- Call Emergency Number or 911.
- Provide building and room number.
- Alert building manager if needed.
- Evacuate if conditions are unsafe.

NOTE:

All classrooms in Zane Showker Hall and Hartman Hall now have lockout mechanisms on the doors. In the event of an emergency, such as a hostile intruder, it could become necessary to shelter in place. Each classroom door can now be locked from the inside without opening the door to the hallway. Please take a moment to familiarize yourself with the hardware on your classroom and office door. Classroom door pictures are provided in Figure F-1 and F-2 on the following page.

Push Button: These are found on smaller classrooms and offices. To operate simply push the button. Door must be closed when button is pushed for the door to remain locked. For classrooms, you cannot push this button while the door is falling shut, only after it is latched.

Figure F-1



Turn Knob: These are found on the doors of larger classrooms that have push bars for exit. To operate swivel the lever until the black unlock is no longer showing.

Figure F-2

