## COASTAL CAROLINA UNIVERSITY EMERGENCY PROCEDURES

### Evacuation / Shelter in Place

<table>
<thead>
<tr>
<th>To report a campus emergency:</th>
<th>Calling on a campus phone</th>
<th>Calling off-campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCU Public Safety (PS)</td>
<td>Ext. 2911</td>
<td>843-349-2911</td>
</tr>
<tr>
<td>When PS is not available</td>
<td>Ext. 9-911</td>
<td>911</td>
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</tbody>
</table>

Know the locations of the Emergency Call Boxes and use them in the event of an emergency

1. **Building Evacuation**
   
   a. All building evacuations will occur when an alarm sounds and/or upon notification by Public Safety or Building Coordinator.
   
   b. When the building evacuation (Fire) alarm is activated during an emergency, leave by the nearest “SAFE EXIT” or by the Building Evacuation Plan and alert others to do the same.
   
   c. Assist the disabled in exiting the building.
   
   d. Once outside, proceed to a safe location, away from the effected building. Keep streets, fire lanes, hydrant area and walkways clear for emergency vehicles and personnel.
   
   e. Do not return to an evacuated building unless told to do so by authorized persons.

2. **Campus Evacuation**
   
   a. Evacuation of all or part of the campus grounds will be determined by Public Safety.
   
   b. All persons (students, administrators, and staff) are to vacate the site in question immediately and relocate to another part of the campus grounds as directed.

3. **Shelter-in-Place**
   
   a. Shelter-In-Place will be signaled by emergency alerts to the campus community as outlined on the Emergency Notifications Section.
   
   b. Upon the Shelter-in-Place alert, immediately seek shelter inside the closest sturdy building.
c. If already indoors, remain in place until directed by University Officials. Resist temptation to go outside until give the "All Clear" signal.

d. Faculty members who are conducting class should remain in their classroom.

e. Close all doors and windows, turn off air conditioning or heating units where possible, and wait for further instruction. Stay away from windows and doors or any unsecured objects that may fall.

f. DO NOT use elevators.

g. DO NOT leave until the “All Clear” signal is received from emergency personnel. The University will disseminate information - including the all-clear to exit a building - as soon as it is available through the use of the emergency notification systems.