

As a Student, you should:

- Know the emergency numbers for the campus.
- Ask your professors, other faculty members, and appropriate University staff for general information relating to incident procedures at the start of each semester and at other appropriate times.
- Know how to report an incident from the classroom(s), laboratory(ies), and other areas you use, including knowing the street addresses of the buildings and other campus locations you frequent.
- Follow the instructions of faculty members and first responders, and follow appropriate procedures for building alarms or incident alerts.
- Inform your professors if you have disabilities or special needs that may require extra assistance during an emergency incident.
- Develop a personal communications plan to keep family members informed about your safety.
- Visit the university website (www.gsu.edu) regularly for the latest updates and information on incidents and preparedness at the university.

TO REPORT AN EMERGENCY:

- Call the University Police at 404-413-3333

TO RECEIVE INFORMATION DURING AN EMERGENCY:

- Sign up to receive alerts and texts on your personal cell phone at www.gsu.edu/pantheralert.
- During an emergency, go to www.gsu.edu to find further details of the event.
- Listen to instructions on the Indoor and Outdoor Public Address Speaker Systems

TO PROVIDE INFORMATION DURING AN EMERGENCY

- Call GSUPD at 404-413-3333 and provide additional information .

TO OBTAIN A COPY OF THE UNIVERSITY EMERGENCY PLAN AND SPECIFIC RESPONSE GUIDES:

**Georgia State University
Office of Emergency Management**

15 Edgewood Avenue
Atlanta, Georgia 30303
website: www.gsu.edu/oem

Phone: 404-413-0783
Fax: 404-413-3231
Emergency Management Director:
ksumas1@gsu.edu
Fire Safety Officer:
jmcwhorter@gsu.edu



"Plan, Prepare, React"!



Quick Emergency Action Guide

Important Information for Georgia State University Students

Tel: 404-413-0783

Tornado

Tornado warnings require you to stay inside a building to protect yourself and others.

1. Stop work or activity.
2. Advise others to stay in the building due to the emergency. Going outside poses a risk of injury or death.
3. Move to the lowest floor of the building if possible. Select an interior room or stairwell without windows and avoid rooms with mechanical equipment like fume hoods or other ventilation equipment, exterior windows or doors. Do not use the elevator.
4. If possible, find a room with a landline telephone as cell phone networks may be overwhelmed.
5. Listen to the radio or television and monitor e-mail and the GSU web page (www.gsu.edu), indoor and outdoor public address systems until you are told all is safe or to evacuate.

* Look for the designated tornado shelter signs throughout the building for safe areas.



If you hear gunfire

If an armed person enters the building or you hear gunfire, take immediate steps to protect yourself and others.

1. Stop work or activity.
2. If you are in a classroom or laboratory, immediately close the door and lock it if it has a lock. If it does not have a lock, use desks and chairs to block the doorway. If it is safe to do so, move to a safer area and away from the threat. Warn others of the danger.
3. Stay away from windows and out of view. Take a position behind heavy furniture, a counter or anything that will hide your location and provide some cover. Stay hidden until the police arrive.
4. If there are injuries or you have a description or location of the shooter or shooting, and a phone is available, call 404-413-3333.
5. If you are in an open area, find a suitable room that might offer protection.
6. If you are unable to get into a secured area and the gunman approaches you, your actions will depend solely on your judgment and capability. No strategy is 100 percent effective, but have a plan and DO something.



Building Evacuation

In the event of a fire or other emergency that requires evacuation, take immediate action and provide guidance to others.

1. Stop work or activity
2. Immediately evacuate the building using the established and posted evacuation routes. If you do not know your route, select a path to get out of the building quickly.
3. Do not use elevators.
4. If you are able to safely assist mobility-impaired individuals in danger, do so. If not, immediately call GSUPD at 404-413-3333.
5. If the cause of the evacuation was a fire, do not attempt to extinguish the fire yourself unless you have received Fire Extinguisher Training and can safely extinguish the flame.
6. Once out of the building, gather at the pre-planned assembly area (across and away from the building).
7. Do not re-enter the building for any reason, unless requested and accompanied by GSUPD or the Fire Department.

