

LINCOLN MEMORIAL
U N I V E R S I T Y

Faculty/Staff Emergency Procedures

LMU Orange Park

(LMU-OPCVM) & (LMU-DCOM)

**335 Crossing Blvd.
Orange Park, FL 32703**

EMERGENCY PHONE NUMBERS & INTRODUCTION

Building Information

Building: (LMU-OPCVM) & (LMU-DCOM)

Building Coordinator: Willie Dale

Building Coordinator Phone #: 423-869-6598

Outdoor Emergency Assembly Area: West parking lot near Crossing BLVD

Indoor Safe Area: Internal Offices/Rooms/Hallways

AED Location(s): **DCOM:**

1st Floor: Lobby/Near Rm 119

2nd Floor: Hallway/Near Rm 215

3rd Floor: Hallway/Near Rm 314

CVM:

1st Floor: Main Entrance/Near Rm 134

2nd Floor: Hallway/Near Rm 233

OPAR:

Hallway/Near Anatomy room, 119

Link to your LMU Emergency Action Plan (LEAP):

<https://www.lmunet.edu/campus-police-and-security/emergencies/>

Link to your LMU Annual Security and Fire Report:

<https://www.lmunet.edu/campus-police-and-security/documents/ASRFSSR25.pdf>

LMU Emergency and Other Important Numbers

All emergencies: 911
Main Campus – 423-869-6911

Clay County Sheriff's Office
904-264-6512

LMU Campus Police & Security
Orange Park: 423-869-6453

Orange Park Police Department
904-264-5555

FA Department of Law Enforcement
615-744-4000

LMU Vice President for Academic Affairs
423-869-6364

Federal Bureau of Investigation
865-544-0751

LMU Facilities Management
423-869-6364

Fire/EMS Dispatch
911

LMU Psychological-LMU Director of Counseling
423-869-6277

CEASE – 24-hour crisis line
800-303-2220

Alert Clay (Emergency Management)
1-877-252-9362

911 – will connect you with the local law enforcement agency's

This handbook is intended for use by faculty and staff at LMU in order to prepare for emergencies. Take the time to familiarize yourself with emergency procedures and make sure new employees are trained to follow the LMU Emergency Action Plan (LEAP).

You should also fill in the blanks in this book's sections with information that applies to your location. You should then review all procedures, and place this handbook in an accessible location, preferably near a telephone.

In instances where your Building Specific Plan (BSP) differs from instructions in this handbook, the Building Specific Plan (BSP) will supersede this handbook.

Dialing 6911 from a campus phone will direct you to the LMU Campus Police and Security Department Dispatch Center.

The LMU Campus Police and Security Department phone number is 423-869-6453. You may want to store this number in your cell phone for immediate use in case of an emergency.

Dialing 911 from a cell phone will connect you to the local law enforcement agency's Department 911 Center.

The local law enforcement agency office will dispatch to LMU and contact the LMU Campus Police and Security Department. During an emergency, please do not call LMU Campus Police and Security for information or updates. The phone lines need to stay clear for emergency calls. The campus community will be notified through the LiveSafe mobile app or all clear indicated by the LMU Campus Siren.

LMU Campus Police and Security Department

1260 Morris Lane
Harrogate, TN 37752
423-869-6911

(Located in Honeycutt & Laws Operations Complex)

NOTES:

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POWER OUTAGE/UTILITY FAILURE

- Report the outage to LMU Campus Police and Security Department at 423-869-6453 after hours.
- Help building occupants move to a safe location (if needed).
- Turn off/unplug sensitive electrical equipment.
- Exit the building, if safe to do so. If persons are unable to exit the building, notify LMU Campus Police and Security at 423-869-6453 and give the location of the person(s) inside the building.
- Be alert for downed power lines or other hazards associated with the power outage when leaving the area.
- If trapped in an elevator; use the emergency phone located in the elevator or contact the LMU Main Campus Police and Security Department phone number 423-869-6911 or, if an emergency, dial 911.
- In the event of a water leak or flooding inside a building, avoid standing water due to the potential hazards.

NOTES:

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HAZARDOUS MATERIAL EMERGENCIES

- Hazardous material emergencies may involve chemical or biological materials. During normal storage and handling, these materials are generally safe. However, if the materials are spilled or released, they may pose a threat to persons or property.
- Get everyone away immediately.
- Report the spill to the LMU Campus Police and Security Department at 423-869-6453 or your local emergency services by dialing 911 and be prepared to provide the following information:
 - Your Name
 - Location of the release
 - Type of material (if known)
- If you come in contact with materials, remove contaminated clothing and flush affected areas with large amounts of water for at least 15 minutes.
- If the type of material is known you can locate the SDS (Safety Data Sheet) on MyLMU at:
<https://msdsmanagement.msdsonline.com/?ID=06E93C4F-8846-4F58-A3BE-50927E5BFC67>.

NOTES:

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MEDICAL EMERGENCIES

- Do not move the injured person unless he or she is in a life-threatening situation.
- Render first aid or CPR only if you have been trained and are comfortable doing so.
- Designate someone to call 911.
- When reporting a medical emergency, be prepared to provide the following information:
 - Type of emergency
 - Location of the victim (Building and room number)
 - Condition of the victim
 - Any dangerous conditions
- Designate someone to stand outside the building to direct emergency personnel to the scene.
- Avoid contact with blood or other bodily fluids. If you are exposed to another person's body fluids, wash the exposed area and contact your supervisor.
- Automated External Defibrillators (AEDs) have been installed in some campus buildings. Only utilize if you have been properly trained to do so.

NOTES:

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FIRE/EVACUATION

Fire

- Activate the building fire alarm by using a pull station located at building exits and call 911.
- Do not try to fight the fire unless properly trained to do so.
- Provide assistance to those in need, if it is safe to do so.
- DO NOT return to your area to retrieve personal items.
- If the stairs are filled with smoke or fire or are otherwise obstructed, use an alternate escape route.
- If you catch on fire, **DO NOT RUN! STOP** where you are. **DROP** to the ground. And **ROLL** to smother the flames.
- Do not re-enter the building until instructed to do so by the fire department. or by the LMU Campus Police and Security Department.

Evacuation

- Close the door when exiting the building.
- Take your personal belongings with you, if close at hand.
- Provide assistance to those in need, if it is safe to do so.
- Proceed to the nearest exit.
- Walk, do not run.
- **DO NOT** use elevators.
- If the stairs are filled with smoke or fire or are otherwise obstructed, use an alternate escape route.
- If persons are unable to evacuate, notify call 911 and give the location of the person inside the building.
- Once outside, move away from the building to your designated assembly area.

NOTES:

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EARTHQUAKE/EXPLOSION

Earthquake

➤ IF INSIDE:

- Stay indoors.
- Drop to the ground, cover your head & neck, seek shelter by getting under a desk or table.
- Watch for falling objects and debris.
- Crawl under a sturdy piece of furniture or stand in a doorway.
- Stay away from windows and suspended objects.
- Evacuate damaged buildings carefully.
- **DO NOT** use elevators.

➤ IF OUTSIDE:

- Move to an open area away from buildings and power lines.
- Avoid street lamps, trees, and utility poles.
- After the earthquake, be prepared for aftershocks. Watch for falling objects.

Explosion

- Remain calm.
- Be prepared for the possibility of additional explosions.
- Stay away from windows and unstable furniture or other objects.
- If there is damage to the structure, evacuate carefully.
- **DO NOT** use elevators.
- Provide assistance to those in need, if it is safe to do so.
- Report injuries and/or building damage to the LMU Campus Police and Security Department at 423-869-6911 or dial 911.

NOTES:

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SUSPICIOUS PACKAGES

- The following characteristics may identify suspicious parcels:
 - Unexpected or from someone unfamiliar to you.
 - Addressed to someone no longer with your organization or otherwise outdated.
 - No return address or one that cannot be verified as legitimate.
 - Has any powdery substance on the outside.
 - Marked with restrictive endorsements, such as Personal or Confidential.
 - Protruding wires, strange odors or stains.
 - Has an unusual amount of tape.
 - Has excessive postage applied to the parcel.
 - A city or state in the postmark that does not match the return address.
- If you receive a suspicious parcel in the mail:
 - Do not open the parcel.
 - Isolate the piece of mail.
 - Call LMU Campus Police and Security Department at 423-869-6911 for additional instructions.
 - Do not pass the letter/parcel to others.
 - Deny access to the letter to everyone except emergency responders.
 - Relocate all persons to an area away from the parcel to minimize exposure.
 - If possible, wash your hands and face with soap and water.
- If you open a parcel that appears to be contaminated:
 - Do not move parcel.
 - Call LMU Campus Police and Security Department at 423-869-6911 or local authorities by dialing 911.
 - Turn off any fans, window air conditioners or space heaters. Isolate the area.
 - Evacuate the adjoining areas and report to your indoor safe area.
 - Do not pass the letter/parcel to others. Deny access to the letter to everyone except emergency responders.
 - Anyone in contact with the parcel should remain isolated in an area adjacent to the original location and wait for additional instructions from emergency responders.
 - If possible, anyone who had contact with the parcel should wash their hands and face with soap and water.

NOTES:

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CRIME PREVENTION

General Safety Practices

➤ Vehicle

- Lock your vehicle at all times.
- Place valuables in the trunk or out of sight.
Examples: cell phone, computer, money, etc.
- Don't crack the window in your vehicle when it's hot.

➤ Personal Safety

- Be aware of your surroundings.
- Know where you are at all times.
- At night:
 - If possible, walk in pairs.
 - Walk only on well lighted routes/Avoid dark isolated areas
 - If you feel uncomfortable, call **LMU Security** for an safe ride/escort at 423-869-6453



➤ LiveSafe Mobile App Alert/Emergency Notifications

- LMU utilizes the LiveSafe mobile app system to notify students, faculty and staff of emergencies that may impact the campus or university operations. These notifications may include severe weather warnings, reports of violent crimes on or near campus, or campus closures or delays due to weather or facilities issues.
- To sign up for the LiveSafe mobile app alerts download "LiveSafe" from the Google Play or the App Store. Register with your phone number and email. Search for and select "Lincoln Memorial University". You're Set!
- For more information on LiveSafe on MyLMU:
<https://mylmu.lmunet.edu/info/security/LiveSafe%20Information/Home.aspx>

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WORKPLACE VIOLENCE/CRIME

Workplace violence may take the form of personal assault and may or may not include weapons. You might hear the sound of gunfire, scuffling, or other employees yelling.

Unforeseen Life-Threatening Emergencies

- Gunfire, bomb threats and hostage situations are all examples of Unforeseen Life-Threatening Emergencies. Call 911.

Gunfire

- If you hear gunfire, run away from the area if possible. If not, seek refuge in an area that can be locked from the inside. Block the door to discourage entry. Hide inside the area behind a desk, under a table, in a closet or whatever is available. Remain still and quiet. Silence all cell phones.
- If a phone is immediately available, and if it is safe to do so, call 911. If you can, stay on the phone with the dispatcher.

Explosion/Bomb

- Immediately evacuate the building using your general evacuation procedures.
- Call 911. Inform them of the situation with as much information as is available. If it is safe to do so, stay on the phone with the dispatcher.

Hostage Situation

- Immediately evacuate the building using your general evacuation procedures. Stay out of sight of the perpetrator at all times.
- Take no action to intervene with the hostage taker.
- Call 911. Inform them of the situation with as much information as is available. If it is safe to do so, stay on the phone with the dispatcher.

Physical Threat

- Immediately evacuate the building using your general evacuation procedures.
- Call 911. Inform them of the situation with as much information as is available. If it is safe to do so, stay on the phone with the dispatcher.

Sexual Assault

- If the victim needs medical attention at the 911. Otherwise, any intervention is victim driven. There are several options available both on campus and in the community.
- If a sexual assault occurs on LMU property you **must** report this to the LMU Clery Compliance Officer at 423-869-6301 or text for a call back at 865-585-4413.

NOTES:

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EMERGENCY SIREN

Emergency Siren

Lincoln Memorial University (LMU) has installed an Eclipse 8 omnidirectional siren to alert the community of public safety or weather-related emergencies on its main campus in Harrogate, Tennessee. The siren has been installed on the roof of the Tex Turner Arena at the back of campus.

The LMU Police and Security control center will administer the siren.

The emergency siren is intended only to warn campus occupants that may be outside of buildings of impending severe weather or campus safety threats. The siren is intended to be an adjunct warning tool and will not replace any facet of LMU's current alert system, LiveSafe. It will work in conjunction with the system as another layer of communication. The Weather warning siren will be activated whenever severe weather is anticipated to pass through or near the Harrogate area and there is sufficient time to process the warning. As weather is very difficult to predict and severe weather may develop suddenly and without notice, the weather warning siren may not be able to be activated for every occurrence.

A two signal system will be employed through the siren. A steady tone will indicate a weather emergency, like a tornado warning. A low-high repeater tone will indicate a public safety threat. Both warnings should alert people to take appropriate action immediately.

During an actual emergency it may be hard to distinguish between the two signals. Regardless of which siren is activated the same initial actions are indicated:

- Stop
- Evaluate your surroundings and immediately seek information
- Be prepared to take immediate self-protective action

To hear a sample of the two-signal system go to:

<https://www.lmunet.edu/administration/safety-campus-police-and-security/emergencies/emergency-siren.php>

NOTES:

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LOCKDOWN

Lockdown

If there is an emergency on campus or adjacent to campus which threatens the safety of the University community, a lock-down notice will be sent through the LiveSafe app notification as soon as possible. A notice will also be placed on MyLMU and designated campus officials will notify building occupants directly if safety allows. When the University places the campus on lockdown or if you hear gunfire you must immediately seek cover.

If you are in a dorm or other campus building:

- Lock all doors in the area. If it is not possible to lock the doors, place furniture and equipment in front of the door to barricade. Use whatever means possible to restrict entry to the room.
- Remain calm
- Turn off the lights
- If possible and without risking your safety, close blinds and window treatments for concealment.
- Put cell phones on silent, and if communication is needed, use text messaging only.
- Remain quiet and do not enter hallways.
- Unless you observe a fire, do not sound the fire alarm to evacuate the building. People may be placed in harm's way when they are attempting to evacuate the building.
- If a fire alarm does go off during a lockdown, do not evacuate unless you smell smoke or see fire.
- Move to the point in the room that is the least visible from doors and windows.
- Stay in the classroom or dorm room until an all clear is advised by LiveSafe, a law enforcement officer, or a campus official.
- Be aware of alternate exits if it becomes necessary to flee.
- LOCK EXTERIOR DOORS (if possible).

If you are outside

- If it is safe to do so, run into the nearest building and follow the above lockdown instructions.
- If it is not safe to run into a building, hide behind a large heavy object (i.e. vehicle, tree).

NOTES:

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SEVERE WEATHER

Weather-Related Cancellation/Delay/Closing Notification/Emergencies

- Monitor the LMU Website, MyLMU and LMU Facebook page.
- The LiveSafe App is used for weather and campus emergencies and for disaster or lockdown situations.
- In extreme situations, resident students may be required to evacuate campus.

Tornado

- Tornado warnings require immediate action.
- Know the shelter area within your building; if unsure, move to the lowest level away from windows and doors.
- If outdoors, move into a sturdy building.
- Information will be sent out via the LiveSafe App.
- Immediately leave a badly damaged building, when it is safe to do so.

Severe Thunderstorm/Lightening

- Stay indoors and away from windows until the storm passes.
- Monitor weather information for updates.
- Be aware of hazards associated with straight-line/high winds and lightening.

Flooding

- If you expect flash flooding, stay away from low lying areas.
- Never drive or walk through flooded roadways or sidewalks.
- Report flood conditions to LMU Campus Police and Security Department at 423-869-6911.

Winter Weather

- Ice, snow, and/or extremely cold temperatures may impact operations of the university. On rare occasions, the Lincoln Memorial University campus and/or regional campuses may be closed for part of a day or for the entire day.
- Be informed and note the difference between a delay or cancellation of classes and a closure of a campus or a delay in campus opening. Monitor MyLMU, LMU Facebook page and the LMU website. Monitor radio and television broadcasts.
- Be aware that conditions may vary significantly across the region. Therefore, please use your best judgment in make the decision whether or not to come to work/class.
- Make sure to dress in layers appropriate for the temperature and weather conditions.
- Select footwear that provides good traction.
- Allow extra time for the commute.

NOTES:

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TORNADO EMERGENCY PLAN

Tornado Emergency Plan

Once University Officials are notified of a tornado warning, the implementation of the Tornado Emergency Plan is the responsibility of all members of the University community. The LMU Campus Police and Security Office Staff have the following additional roles and responsibilities.

- Obtaining information in the event the National Weather Service issues a tornado warning for the campus community.
- Notifying high risk facilities of the tornado warning.
- Receiving information about confirmation of tornado.
- Warning pedestrians of dangers while monitoring and reporting any indications of confirmed tornado.
- Issuing the LiveSafe app notification.

Procedure

If a tornado watch is issued for the campus area, an alert will be broadcasted over the NOAA public alert and local TV and radio stations. There is no City of Harrogate emergency siren.

If a tornado warning is issued for the campus area, the LMU Campus Police and Security Office will notify the University community. The University community will be notified via LiveSafe or other appropriate modality. The LMU Campus Police and Security Office will make a special point to notify representatives at each high-risk facility by contacting the designated person for high-risk facilities. The information given shall pertain to the type of warning, a time of when the warning will expire, and any further directions.

The LMU Campus Police and Security Office will issue an all clear once the warning/watch has been lifted.

Response Actions

During a tornado warning, follow the procedure listed below:

Inside Buildings:

- Stay away from all windows and doors
- If time permits, go to the interior hallway on the lowest level
- Move to an interior corridor away from windows
- Stay away from lobbies, walkways, atriums, and other large glassed-in areas, and large open areas with a long roof span.
- If available, take cell phone, radio and flashlight.
- Crouch down along the wall and protect your head with your hands from possible debris
- Remain at the sheltered area until given the all clear by LMU Campus Police and Security Office
- At the beginning of each semester a designated evacuation location will be assigned to residential students.

TORNADO EMERGENCY PLAN

Response Actions

During a tornado warning, follow the procedure listed below:

Outside of Buildings:

- When instructed or conditions warrant, seek shelter in the nearest building.
- Stay away from all windows and doors.
- Move to an interior corridor away from windows
- Stay away from lobbies, walkways, atriums and other large glassed in areas, and large open areas with a long roof span.
- If there is no shelter available, lie in a ditch or other earthen depression; and never attempt to outrun a tornado.

Once an all-clear has been given, follow the procedure below:

If the building was not affected by the incident, return to your previous location; and if your building was affected by the incident, attempt to safely exit the building. If unable to do so, seek help by calling 911. If no telephone is available, try to get the attention of outside personnel by making noise, such as yelling.

LMU Orange Park security Office personnel will patrol campus following the incident to assist those affected and to dispatch additional emergency response teams if necessary.

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BUILDING SPECIFIC PLAN (BSP)

Dormitory/Residence Hall

Each semester, every dormitory shall develop a specific “Lockdown” procedure for their building. The LMU Campus Police and Security Office will assist in the development of these plans. The “Lockdown” procedure for each dormitory shall contain the following:

- The name of the Resident Assistant and their alternate, including contact information.
- Emergency telephone numbers
- Roles and responsibilities for building lockdown team, including contact information and identification of posts and designation of individual to provide status updates to LMU Campus Police and Security office.
- A current list of residents

Each semester, a copy of each dormitory’s lockdown procedures shall be filed with the LMU Campus Police and Security Office.

Academic Building

Each semester, academic buildings shall develop a specific lockdown procedure. The LMU Campus Police and Security Office will assist in the development of these plans. The lockdown procedure for each academic building shall contain the following:

- The name of the building emergency leader and their alternate, including contact information.
- Emergency telephone numbers.
- Roles and responsibilities for building lockdown team, including contact information, identification of posts and designation of an individual to provide status updates to LMU Campus Police and Security Office.
- If students are in class during a lockdown, procedures for the instructor to compile names and keep attendance to make sure everyone remains present and accounted for.
- Identification of areas or classrooms that can be secured to provide maximum safety for students, faculty, and staff during an emergency.

Each semester, a copy of each academic building’s lockdown procedure shall be filed with the LMU Campus Police and Security Office.

Fire Alarm and Drill Report

Each semester, every dormitory and all LMU buildings shall practice fire alarm drills at the beginning of each semester, and randomly throughout the semester. Fire alarm drills are to be taken seriously and procedures followed as if it were an actual emergency. Residential Life Staff are trained at the beginning of the semester and the staff member on site will be responsible for following procedures.

- Each time a Fire Alarm is sounded in your building a Fire Alarm and Drill Report should be completed.
- This report must be emailed to the Senior RD, The building RD and the Director of Residential Life within 24 hours of the alarm.

BOMB THREAT CHECKLIST

Bomb threats may be received in many ways. The most common method is by phone. If you receive a bomb threat by phone, attempt to keep the person on the phone as long as possible and try to obtain the following information using the Bomb Threat Checklist:

1. Initial Actions:

- Do not hang up! Keep caller talking.
- Time of Call: _____ AM/PM

2. Exact Wording of Threat:

3. Questions to Ask:

- When is the bomb going to explode? _____

- Where exactly is the bomb? _____

- When did you put it there? _____

- What does the bomb look like? _____

- What kind of bomb is it? _____

- What will make the bomb explode? _____

- Did you place the bomb? _____

- Why did you place the bomb? _____

- What is your name? _____

- Where are you? _____

- What is your address? _____

BOMB THREAT CHECKLIST

4. Listen for:

Caller:	☐ Male	☐ Female	☐ Juvenile	_____ Approx. Age
Voice:	☐ Loud	☐ Soft	☐ Raspy	☐ Deep
	☐ High Pitched	☐ Other: _____		
Speech:	☐ Fast	☐ Slow	☐ Distinct	☐ Slurred
	☐ Stutter	☐ Distorted		
Accent:	☐ Local	☐ Foreign	_____ Nationality	
Manner:	☐ Calm	☐ Angry	☐ Laughing	☐ Intoxicated
	☐ Coherent	☐ Nervous	☐ Irrational	☐ Emotional
Language:	☐ Excellent	☐ Fair	☐ Foul	
	☐ Good	☐ Poor		
Background:	☐ Machines	☐ Music	☐ Trains	☐ Animals
Noises:	☐ Planes	☐ Party Noises	☐ Mixed	☐ Quiet
	☐ Traffic Noises	☐ Other		

5. After the Call:

- Immediately call 911.
- Provide them any information you received.
- Note the time of the end of the call: _____ AM/PM
- Name of recipient (print): _____
- Signature: _____ Date: _____

Bomb Threat by Letter or Email

- If the threat is made in writing, do not handle the letter or note any more than necessary.
- Do not touch or move any unfamiliar objects and wait for police to arrive on scene.

If you are instructed to evacuate a building take your purse, backpacks or brief cases with you. As you exit, survey the area for suspicious or unusual packages, boxes or book bags. **You are more familiar with what is normal for your building than first responders. Report suspicious items and/or persons to the LMU Orange Park Security at 423-869-6453 and LMU Police Department at 423-869-6911.**

Link to the Bomb Threat Checklist:

http://emilms.fema.gov/is906/assets/ocso-bomb_threat_samepage-brochure.pdf

HURRICANE EMERGENCY PLAN

Hurricanes are massive storm systems that form over warm ocean waters and move toward land. Potential threats from hurricanes include powerful winds, heavy rainfall, storm surges, coastal and inland flooding, rip currents, tornadoes, and landslides. The Atlantic hurricane season runs from June 1 to November 30. The Pacific hurricane season runs May 15 to November 30. Hurricanes:

- Can happen along any U.S. coast or in any territory in the Atlantic or Pacific oceans.
- Can affect areas more than 100 miles inland.
- Are most active in September.

IF YOU ARE UNDER A HURRICANE WARNING, FIND SAFE SHELTER RIGHT AWAY

- Determine how best to protect yourself from high winds and flooding.
 - Evacuate if told to do so.
 - Take refuge in a designated storm shelter, or an interior room for high winds.
- Listen for emergency information and alerts.
- Only use generators outdoors and away from windows.
- Turn Around, Don't Drown! Do not walk, swim, or drive through flood waters.

Storm Surge

Storm surge is water from the ocean that is pushed toward the shore by the force of the winds swirling around a hurricane. Storm surge is fast and can produce extreme coastal and inland flooding. When hurricanes cause storm surge, over 20 feet of water can be produced and pushed towards the shore and several miles inland destroying property and endangering lives in its path.

Be Informed

- Storm surge is historically the leading cause of hurricane-related deaths in the United States.
- Water weighs about 1,700 pounds per cubic yard, so battering waves from surge can easily demolish buildings and cause massive destruction along the coast.
- Storm surge undermines roads and foundations when it erodes material out from underneath them.
- Just one inch of water can cause \$25,000 of damage to your home. Homeowners and renter's insurance do not typically cover flood damage.

Prepare NOW

- Know your area's risk of hurricanes.
- Sign up for your [community's warning system](#). The Emergency Alert System (EAS) and National Oceanic and Atmospheric Administration (NOAA) Weather Radio also provide emergency alerts.

HURRICANE EMERGENCY PLAN

- If you are at risk for flash flooding, watch for warning signs such as heavy rain.
- Practice going to a safe shelter for high winds, such as a FEMA safe room or ICC 500 storm shelter. The next best protection is a small, interior, windowless room in a sturdy building on the lowest level that is not subject to flooding.
- Based on your location and community plans, make your own plans for evacuation or sheltering in place.
- Become familiar with your evacuation zone, the evacuation route, and shelter locations.
- Gather needed supplies for at least three days. Keep in mind each person's specific needs, including medication. Don't forget the needs of pets.
- Keep important documents in a safe place or create password-protected digital copies.
- Protect your property. Declutter drains and gutters. Install check valves in plumbing to prevent backups. Consider hurricane shutters. Review insurance policies.

When a hurricane is 36 hours from arriving

- Turn on your TV or radio in order to get the latest weather updates and emergency instructions.
- Restock your emergency preparedness kit. Include food and water sufficient for at least three days, medications, a flashlight, batteries, cash, and first aid supplies.
- Plan how to communicate with family members if you lose power. For example, you can call, text, email or use social media. Remember that during disasters, sending text messages is usually reliable and faster than making phone calls because phone lines are often overloaded.
- Review your evacuation zone, evacuation route and shelter locations. Plan with your family. You may have to leave quickly so plan ahead.
- Keep your car in good working condition and keep the gas tank full; stock your vehicle with emergency supplies and a change of clothes.
- If you have NFIP flood insurance, your policy may cover up to [\\$1000 in loss avoidance measures](#), like sandbags and water pumps, to protect your insured property. You should keep copies of all receipts and a record of the time spent performing the work. They should be submitted to your insurance adjuster when you file a claim to be reimbursed.

When a hurricane is 18-36 hours from arriving

- Bookmark your city or county website for quick access to storm updates and emergency instructions.
- Bring loose, lightweight objects inside that could become projectiles in high winds (e.g., patio furniture, garbage cans); anchor objects that would be unsafe to bring inside (e.g., propane tanks); and trim or remove trees close enough to fall on the building.
- Cover all of your home's windows. Permanent storm shutters offer the best protection for windows. A second option is to board up windows with 5/8" exterior grade or marine plywood, cut to fit and ready to install.

HURRICANE EMERGENCY PLAN

When a hurricane is 6-18 hours from arriving

- Turn on your TV/radio or check your city/county website every 30 minutes in order to get the latest weather updates and emergency instructions.
- Charge your cell phone now so you will have a full battery in case you lose power

When a hurricane is 6 hours from arriving

- If you're not in an area that is recommended for evacuation, plan to stay at home or where you are and let friends and family know where you are.
- Close storm shutters and stay away from windows. Flying glass from broken windows could injure you.
- Turn your refrigerator or freezer to the coldest setting and open only when necessary. If you lose power, food will last longer. Keep a thermometer in the refrigerator to be able to check the food temperature when the power is restored.
- Turn on your TV/radio or check your city/county website every 30 minutes in order to get the latest weather updates and emergency instructions.

Survive DURING

- If told to evacuate, do so immediately. Do not drive around barricades.
- If sheltering during high winds, go to a FEMA safe room, ICC 500 storm shelter, or a small, interior, windowless room or hallway on the lowest floor that is not subject to flooding.
- If trapped in a building by flooding, go to the highest level of the building. Do not climb into a closed attic. You may become trapped by rising flood water.
- Listen for current emergency information and instructions.
- Use a generator or other gasoline-powered machinery outdoors ONLY and away from windows.
- Do not walk, swim, or drive through flood waters. Turn Around. Don't Drown! Just six inches of fast-moving water can knock you down, and one foot of moving water can sweep your vehicle away.
- Stay off of bridges over fast-moving water.

Be Safe AFTER

- Listen to authorities for information and special instructions.
- Be careful during clean-up. Wear protective clothing and work with someone else.
- Do not touch electrical equipment if it is wet or if you are standing in water. If it is safe to do so, turn off electricity at the main breaker or fuse box to prevent electric shock.
- Avoid wading in flood water, which can contain dangerous debris. Underground or downed power lines can also electrically charge the water.
- Save phone calls for emergencies. Phone systems are often down or busy after a disaster. Use text messages or social media to communicate with family and friends.
- Document any property damage with photographs. Contact your insurance company for assistance.

HURRICANE EMERGENCY PLAN

How You Will Be Alerted

1. One or more of the following methods may be used to alert the campus community of a hurricane warning. The use of any particular method will depend on the circumstances presented.
 - **Emergency Messaging:** LMU has the LiveSafe alert system in place that should be utilized. The LiveSafe app can be download through your cell phone. Emails are automatically sent to your LMU email.
 - **Word of Mouth:** If the situation safely permits, Public Safety or other staff may provide word of mouth notification to individual present on campus that a hurricane is approaching.
 - **IP Informers:** The IP Informer are centrally located in different places on campus. IP Informers will alert occupants when a hurricane warning has been activated.
 - **Security Phones:** Security officers are armed with an LMU Security phone.