

EMERGENCY AND EVACUATION PLAN

To Report an Emergency:

Dial 592-3911 from any university phone or (434) 592-3911 from a cell phone. Preprogram this number in your phone to save time.

DIALING 911 FROM UNIVERSITY OFFICE PHONES WILL NOT REACH LU EMERGENCY SERVICES!

In case of Emergency Notifications May Include:

- Outdoor siren alerts from LU
- Overhead Loud Speaker Announcement
- Mass email or text messages for those of you signed up with LUPD

Policy: In the case of any of the following announcements:

- **Fire, explosion, or crash into building – Evacuate immediately**
- **Active shooter or other hostile situation – Run, Hide, Fight**
Run – if you cannot hear gun shots
Hide – Shelter in place and secure entrances if you hear gun shots
Fight – If you encounter the shooter, fight
- **Natural Disaster – Move to the first floor**
Shelter in place away from windows until instructed differently
- In the event exits are blocked, move to the opposite side of the building away from the identified threat and leave the building if possible or shelter in place.

EVACUATION: Observe for potential threat to life before evacuating via the nearest exit

Auditoriums should be evacuated through the emergency doors located in the back of each auditorium and opposite of the entrance and proceed to assembly areas.

Employees and students in other locations should evacuate building via nearest exit or stairway and proceed to assembly areas.

After any emergency evacuation, employees and students are to gather in the Southeast parking lots beyond the road at a safe distance from the building.

ASSEMBLY:

All employees must meet in the S.E. parking lot and assemble near their immediate supervisor or department leader who will conduct a count to ensure all are accounted for.

All students should assemble in the S.E. parking with other members of their class. The Associate Deans will conduct a count and direct further activity.

In the event a parking lot is not accessible or deemed non-safe, supervisors/leaders must move their people to another position of safety.