

RHODES COLLEGE

EMERGENCY PROCEDURES

IF THERE IS SEVERE WEATHER

1. Move indoors.
2. Listen for sirens and other emergency warnings.
The National Weather Service can issue:
 - A. TORNADO WATCH- There is a possibility of a tornado in the area. Proceed with normal business and continue to monitor the weather.
 - B. TORNADO WARNING- There has been a tornado sighted in the area. **SEEK SHELTER IMMEDIATELY.**
3. Move to the lowest floor and gather in a central hallway away from windows.

IF YOU SMELL SMOKE

1. Close windows and doors in your immediate area.
2. Investigate the source of the smoke
3. If you discover a fire follow instructions below
4. If you cannot determine the source of the smoke, call **CAMPUS SAFETY** at extension 3333.
5. If you must open a door, feel the surface of the door first. If it feels hot to the touch, **DO NOT** open the door. Choose an alternate route.
6. Close all doors behind you when you exit.
7. **CALL CAMPUS SAFETY IMMEDIATELY** at extension 3333.

IF YOU HEAR A FIRE ALARM

1. Close all windows and doors in your area.
2. Exit the building via the nearest available area.
3. If you must open a door, feel the surface of the door first. If it feels hot to the touch, **DO NOT** open the door. Choose an alternate route.
6. Close all doors behind you when you exit.
7. **CALL CAMPUS SAFETY IMMEDIATELY** at extension 3333.

IF YOU DISCOVER A FIRE

1. If the fire is small (for example a trash can), put it out with a fire extinguisher.
2. With all other fires, pull fire alarm and exit building.
3. **CALL CAMPUS SAFETY IMMEDIATELY** at extension 3333.
4. Call the Fire department at 9-1-1

IF THERE IS AN EARTHQUAKE

DURING THE SHAKING:

1. **Duck, Cover and Hold:** If indoors move away from windows and exterior walls.
2. Use a desk or table for cover. If your cover moves, hold on and move with it.
3. **Do not attempt** to exit the building until the shaking stops.
4. If outdoors, stay outside and move away from utility wires and buildings.
5. Do not use candles matches or open flames during or after the tremor.

AFTER THE SHAKING:

1. Exit the building and assemble at Fargason Field.
2. Listen to the Campus Warning System for instructions.
3. Stay off the telephone except to report emergencies.
4. Stay out of damaged buildings,
DO NOT GO SIGHTSEEING.

IF THERE IS A HAZARDOUS CHEMICAL SPILL OR OTHER DANGEROUS SITUATION

1. Notify the Director of Campus Safety and the Dean of Students in accordance with established emergency procedures.
2. Campus Safety, along with other college staff, will evacuate persons from the affected areas as necessary.
3. Further instructions will be received from the Fire, Police and Civil Defense officials

OTHER EMERGENCIES

1. Move indoors if buildings are safe.
2. Check TV, Email and listen for the Campus Warning System for information and updates.
3. Stay away from windows and draw drapes.
4. If buildings are evacuated move to Fargason Field.

EMERGENCY PHONE NUMBERS

Campus Safety (extension 3333) should always be notified of any emergency. The following numbers may also be used.

Memphis Police Department: 9-1-1

Memphis Fire Department: 9-1-1

Campus Safety: Off campus: (901) 843-3880

Campus Safety Emergency: Ext. #3333