News

Faculty and Staff Town Hall Meeting

On Thursday, February 18, President Maimon will host a Town Hall meeting for GSU faculty and staff. The Town Hall meeting will begin at 10:30 a.m. in Sherman Music Hall. President Maimon and members of her cabinet will provide a budget update and answer questions from the audience. RSVPs are NOT required. To review President Maimon’s most recent response to the State’s budget situation, see page 5. If you have any questions, contact Penny Purdue.

Students Chat with the President

Students who have questions about the university, the state budget, and how the budget issues effect their education can have their concerns heard by President Elaine P. Maimon and members of her cabinet, on Thursday, February 18 at 5 p.m. in room F1622. Contact Penny Perdue.

Presidents' Day Challenge

Governors State is excited to launch the President’s Day Challenge; a six week campaign to raise funds for GSU’s Presidential Scholarships. Every dollar you contribute above your previous gift to the President's Scholarship Fund or every dollar a new donor contributes to the President's Scholarship Fund will be matched with an equal donation from President Elaine P. Maimon and Dr. Mort Maimon up to $50,000! That means $100,000 for scholarships. To make a gift, visit www.govst.edu/donate today!

March 1 - Tornado Drill Day

GSU will be participating in the statewide Tornado Drill Day, Tuesday, March 1, at 10 a.m., and 6 p.m. All persons on campus at the time are required to take part. If you are on campus, please proceed to the nearest tornado shelter and stay there until a member of the campus safety team says it is okay to leave the shelter. For faculty members who are in class at that time, please guide your students to the nearest shelter.

You will find the university’s emergency preparedness checklist and the current campus safety booklet on page 6. There are separate checklists for faculty and staff on pages 18 and 19. Please familiarize yourself with the processes and procedures contained within. This drill is a university-wide effort. We thank you for your cooperation in making GSU a safe environment for its entire community.

Celebrate Spring Festival and Chinese New Year

The GSU Chinese Students Association is sponsoring and organizing a party to celebrate Spring Festival and Lantern Festival Friday, February 19 from 12:45 to 3 p.m. in D1496. There will be many authentic Chinese foods to eat and games and activities to play, such as Mahjong, cards, karaoke, paper cutting, calligraphy, etc. All GSU students, staff, and faculty are invited.
Interfaith Webinars

Interested in learning how to engage religious diversity in and out of the classroom with students, faculty, and staff? Intercultural Student Affairs will host a four-part webinar series presented by the Interfaith Youth Core. The webinars offer practical tips and examples of excellent interfaith work on college campuses nationwide. The webinars will be presented in B1241 from noon to 1 p.m.

This webinar covers basic religious literacy, as well as theoretical foundations for interfaith cooperation and a brief history of interfaith cooperation in the USA.

We'll explore approaches to relationship building across lines of religious difference, leaning heavily on the direct service and community organizing strategies of past and present-day interfaith leaders.

Part 3: Designing Interfaith Programs. April 19, 2016
This webinar focuses on different approaches to creating interfaith encounters between students. We'll look at different formats for interfaith programming and examine strengths and limitations of each type.

Part 4: Responding to Conflict on Campus. May 17, 2016
The final webinar of the series takes a look at how campus professionals have responded to instances of conflict, crisis, and tragedy on campus in relation to religious diversity.

For more information, email the Office of Diversity.

Project Presentations Master of Health Science Communication Disorders

The Department of Communication Disorders invites all members of the GSU community to browse the poster presentations of the capstone projects of students in the Master of Health Science in Communication Disorders program on Friday, February 19, from 1:15 to 2 p.m. in E Lounge. Please stop by and show your support.

Mindfulness Health Symposium

GSU will be hosting its third annual symposium on Mindfulness and Contemplative Practices in Higher Education on March 25 from 8 a.m. to 5 p.m., in Engbretson Hall. The event is free, but registration is required. Additional information is available from Dr. Maristela Zell.

Weekly Meditation

The College of Health and Human Services provides weekly mindfulness meditations each Thursday from 3:30 to 4:30 p.m., in room A2150. This free event is open to all students, faculty, and staff. For more information, contact Dr. Maristela Zell.

2016 China Studies International Summer Program

Brighten up your summer with a unique China Studies Program through our partner school, Hangzhou Normal University (HNU). The China Studies Program (CSP) at HNU provides students with a comprehensive learning experience that combines China Studies courses, visiting E-commerce enterprises, Chinese Kung Fu, and field trips. There may be a chance to earn course credit. HNU will cover the program fee for the first six eligible GSU students to apply. The course is scheduled July 4-21. The application deadline is February 28. Please contact Amy Schoenberg in the Office of International Services for more information.
GSU Bookstore Sale

Don’t miss out on great savings at the GSU Bookstore today and tomorrow! On February 16 and 17, there will be 25 percent off select apparel, hats, drinkware, and headphones.

Sweet Home Chicago Blues

See why Chicago and Blues are the perfect pairing in a one-night only blues revue at GSU’s Center for Performing Arts, Sweet Home Chicago Blues on March 5, 2016 at 8 p.m. Sweet Home Chicago Blues features three-time Grammy nominee Billy Branch and the Sons of Blues, and an all-star lineup of local artists. For Tickets visit CenterTickets.net.

Understand How Your Government Works

Do you want to better understand how government works? Attend a free workshop sponsored by GSU and the Better Government Association where you will learn about the Open Meetings Act and how to access information through the Freedom of Information Act. The workshop will be held Thursday, February 18 from 1 to 3 p.m. in room F1622. Presenters include journalists, lawyers, and citizen advocates. Email tkerns@govst.edu for more information.

Students - Enter the Literacy Autobiography Writing Contest

Students enrolled in English 1000 this fall are eligible to participate in the Literacy Autobiography Award Writing Contest. As a required assignment in the first semester, the Literacy Autobiography assignment asks students to reflect on how writing and reading have shaped their lives.

Students enter the contest by submitting their Literary Autobiography by February 27, 2016. Winners will be announced by the end of March and honored at a luncheon. Entries will be judged by a committee appointed by the President's and Provost's offices.
Student Club Hosts Conversation with State Representatives

Friday, February 19 at 7 p.m., the GSU Chapter of the Masters of Public Administration Club will host its first annual Illinois State Representatives roundtable discussion. Members of the GSU community are invited to join the conversation as the leaders discuss current policies and issues facing our communities. Please email Blevian Moore by Monday, February 15, to confirm your attendance.

Black History Month

GSU celebrates diversity with our observance of history and heritage months. Please visit www.govst.edu/diversity for a listing of the 2016 Black History Month events in February. For more information, email diversity@govst.edu or call x4551.

February HLC Visit

A five-member team from the Higher Learning Commission (HLC) will be on campus to review GSU February 22-23. In preparation for the upcoming visit, the university submitted the “Assurance Argument” as evidence of how GSU meets the HLC accreditation standards. It is available on the GSU Portal under the team site HLC 2016. A final schedule of the review is in development and will be posted on the portal prior to the visit.

Accepting Program Submissions for Women’s History Month

Join us in celebrating the contributions of women by submitting a program for Women’s History Month. This opportunity is open to university departments, student organizations, and GSU community affiliates. The deadline for submissions is Wednesday, February 25. For more information or inquiries, please call x4551 or email diversity@govst.edu.

Art of Science Competition

The 2016 Art of Science Competition is a photo contest that explores the relationship between art and science. This year’s theme is “Small,” referring to images of objects, natural events, or other phenomena fewer than two inches in scale. Students, staff, and faculty of Governors State University are encouraged to submit photos for entry by March 31, 2016.

Do you have a story or event you want to submit for the GSU View? Click here to learn about our submission guidelines.
Dear Colleagues:

Yesterday, Chicago State University's Board of Trustees announced that CSU was in financial exigency. In other words, Chicago State declared its lack of minimally adequate financial resources to continue to carry out its core mission. Having no state operating appropriation since July 1 is causing real, perhaps irreversible, damage in Illinois public higher education.

As I have reported to you previously, years of careful fiscal management and increasing enrollments at Governors State University are allowing our university to stay open and continue serving our students for the rest of this academic year. In anticipation of a reasonable resolution of the budget stalemate over the next few months, we are also recruiting for a summer session and, indeed, for the 2016-17 academic year. To date, new applications are up. It's hard to predict, however, what the state's inability to pass a budget will ultimately mean to the public universities.

I want to thank you for your concern for our students and your consistent support of our university during these challenging times. It is imperative that the State of Illinois continue supporting Governors State University—and all its state institutions—in the essential task of educating our students. We are doing everything in our power to get that message across.

At a campus-wide town hall scheduled for Thursday, February 18, 2016, following the Governor's budget message on Wednesday, I and members of my cabinet will be responding to any questions you may have. Details about the town hall will be announced shortly.

Sincerely,
Elaine P. Maimon, Ph.D.
President
EMERGENCY RESPONSE
911

DEPARTMENT OF PUBLIC SAFETY
708.534.4900

FACILITIES DEVELOPMENT & MANAGEMENT
708.534.4515

An electronic copy of this booklet and other emergency information are located at www.govst.edu/emergency/
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INTRODUCTION

It is important that Governors State University employees and students are prepared in the event of an emergency. Please read this booklet and familiarize yourself with the established procedures should an emergency occur at GSU. The objective of this booklet is to ensure that all employees and students are aware of established emergency plans and are able to respond, evacuate or proceed to a designated shelter area in a quick, orderly fashion.

BE PREPARED

Be aware of the locations of the nearest emergency exits, shelter areas, fire extinguishers, etc., and familiarize yourself with the emergency procedures and building evacuation diagrams posted throughout campus in corridors and common areas. Red emergency phones located throughout campus provide a direct line to the Department of Public Safety, as do the blue-light emergency call boxes located in the main parking lots (East Lots 1, 2, and 3, and West Lots 1 and 2), as well as the emergency call boxes located just outside the entrances of Buildings A, B, C, D, E and F.

EVACUATION GUIDELINES

• Listen to and obey all audible warnings and directions given by Department of Public Safety (DPS) personnel or designated authority.

• Do not use elevators. Exit to the nearest designated emergency exit stairwell. Be aware of alternate stairwells if the nearest one is blocked.

• Do not run or panic.

• Alternate individual entry into the flow of traffic at stairwell entry points. Do not push or shove.

• Use the handrail in the stairwell, keep to the right, and move in a single file line.

• Use red emergency phones located in stairwells and throughout campus if medical aid or assistance is required. Be prepared to give your location and the nature of the problem.

• Exit the building and proceed to a staging area outside, away from the building. Do not obstruct roadways or the movement of emergency personnel. Remain in the staging area until notified by DPS personnel or other designated authority.
GUIDELINES TO PROCEED TO DESIGNATED SHELTER AREA

• In the event of a severe weather emergency, proceed to the nearest designated shelter area. The best protection is offered inside a sturdy building on the lowest floor, away from windows. Place as many barriers between yourself and the outdoor environment. In the GSU main building, there are concrete ‘cores’ which usually contain restrooms. These rooms offer better protection than most areas.

• Listen to and obey all audible warnings and directions given by DPS personnel or designated authority.

• Be aware of alternate stairwells if the nearest one is blocked.

• Do not run or panic and do not use elevators.

• Alternate individual entry into the flow of traffic. Do not push or shove.

• Use the handrail in the stairwell, keep to the right, and move in a single file line.

• Use red emergency phones located in stairwells and throughout campus if medical aid or assistance is required.

• Proceed to designated shelter areas. Remain in the areas until notified by DPS personnel or designated authority.

STAGING AREA FOR PERSONS WITH DISABILITIES (AREAS OF RESCUE)

• Persons with disabilities requiring assistance should move to the nearest Area of Rescue assistance. These are areas having direct access to an exit, where people who are unable to use stairs may remain temporarily in safety to await further instructions or assistance. Examples of these areas are the stair silos located along the perimeter of the main building.

• Faculty and staff are asked to assist persons with disabilities during an emergency to an Area of Rescue assistance. It is suggested that that a person who has a mobility impairment prepare for an emergency ahead of time by familiarizing themselves with the nearest Areas of Rescue and by informing faculty or staff on how to assist in case of an evacuation.

• Once in an Area of Rescue, call 911 (or use the red emergency phone) immediately and provide your exact location, including wing/room number or present location. Do not hang up until the emergency personnel so directs.
ACTIVE SHOOTER
• Evacuate the area or building if it is safe to do so:
  • Have an escape route in mind.
  • Leave your belongings behind.
  • Keep your hands visible.

• If it is not safe to evacuate, hide out:
  • Hide in an area out of the perpetrator’s view.
  • Block entry to your hiding place and lock or barricade doors. DO NOT OPEN DOORS until a known law enforcement officer advises it is safe.
  • Turn off the lights and monitors and silence your cell phone.

• Stay focused on survival and keep others focused also.

• Call 911 immediately or as soon as possible and provide as much information as possible (description, location, number of perpetrators, etc.) including your exact location, building wing and room number. Do not hang up until the emergency personnel so directs.

AIRPLANE CRASH
• Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.

• When police arrive, remain calm and follow directions. Keep your hands visible at all times, and avoid quick movements, pointing, screaming and yelling.
BODY FLUID SPILLS
• Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.
• Do not clean up spills unless you have been properly trained to do so.
• If a person is injured, assist as appropriate.

BOMB THREATS
• Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.
• If it is determined by DPS that the treat is real, an evacuation will be implemented.
• If directed to evacuate, follow the Evacuation Guidelines.

CIVIL DISTURBANCE
• A demonstration should not be disrupted unless one or more of the following conditions exist as a result of the demonstration:
  • Interference with normal operations of the university.
  • Prevention of access to university facilities.
  • Threat of physical harm to people.
  • Threat or actual damage to university property.
• If there is an immediate threat of bodily harm or damage to property, call 911. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.
EARTHQUAKE

During an Earthquake:

• Find shelter under a sturdy desk or table if possible, kneel down and cover your head with your arms. Standing in a doorway is another option.

• Stay away from windows, temporary walls, partitions, and free standing objects such as file cabinets, bookshelves, etc.

• Do not panic or attempt to evacuate.

• Do not attempt to use the elevators.

• The initial shock of an earthquake usually lasts less than a minute.

After the Earthquake:

• If you or others are injured and require medical assistance, call 911. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.

• If directed to evacuate, follow the Evacuation Guidelines.

EXPLOSION

• Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.

• If it is safe to do so, assess the extent of the damage sustained and/or the injuries involved and provide this information to DPS.

• Alert all personnel in the immediate area, checking for any damage or dangerous conditions.

• Do not use the elevators.

• Evacuate the building following the Evacuation Guidelines.
**FIRE**

**OPEN OFFICE AREA**

Activate the nearest fire alarm. Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.

Describe the extent of the fire. If the fire is small and you know how to use a fire extinguisher, locate and use the nearest fire extinguisher.

If you cannot extinguish the fire:

- Alert all personnel in the area.
- Exit the room or hallway immediately.
- Close any doors in your immediate area.
- Evacuate the building following the Evacuation Guidelines.

**FIRE**

**ENCLOSED ROOM—FIRE OUTSIDE THE DOOR**

Feel the door with the back of your hand.

If it is hot, do not open the door. (If it is not hot, see below).

- Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Describe to DPS the extent of the fire, if known.
- Place an article of clothing or other obstruction along the bottom of the door to keep smoke out.
- Move as far away from the door and heat source as possible.
- Wait for rescue personnel to arrive.

If you feel the door and it is not hot:

- Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Describe to DPS the extent of the fire if known.
- Slowly open the door while standing behind it. If no danger is present, activate the nearest fire alarm and proceed to the nearest exit.
- If the area is filled with smoke, stay low or crawl to the nearest exit.
- Evacuate the building following the Evacuation Guidelines.
HAZARDOUS MATERIAL RELEASE

Hazardous materials include chemical and biological agents in either a solid, liquid or gaseous state. If there is a large spill or release of a hazardous material, or if hazardous vapors are being released:

- Evacuate the area immediately.
- If possible, isolate the spill or vapor release by closing doors, etc.
- If the material made contact with your skin or eyes, proceed to the nearest safety shower or eyewash (or a washroom if a safety shower or eyewash are not in the vicinity) and flush the exposed area with copious amounts of water for 15 minutes or until medical assistance arrives.
- Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number.
- If possible, identify the released material and obtain a Safety Data Sheet to provide to the emergency responders.

MAIL THREATS/SUSPICIOUS PACKAGES

- If a suspicious package is discovered on campus, call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.
- Do not move, shake or open the package. Isolate it immediately.

SERIOUS INJURY OR ILLNESS

- Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.
- Do not attempt to move an injured person unless doing so may prevent further injury.
- If necessary, and if trained to do so, provide first aid/CPR to the injured person.
- Remain with the injured or ill person until emergency personnel arrive and you are relieved by the emergency personnel.
- Do not obstruct emergency personnel.
SEVERE WEATHER

Severe Thunderstorm Watch-
severe thunderstorms are possible in the area.

Severe Thunderstorm Warning-
severe thunderstorms are occurring in the area.

Tornado Watch-
conditions are favorable for the possible development of tornados in the area.

Tornado Warning-
a tornado has either been sighted or identified by weather radar.

Severe thunderstorms are capable of producing damaging winds, hail and lightning. When severe thunderstorms are present, there is often a heightened risk that tornados could occur. DPS will alert the campus if a Tornado Warning is issued or if a tornado has been spotted in the area. Warnings will be issued by local television stations, local news radio stations, and NOAA weather radio. Local governments may activate outdoor sirens, but in most cases, building occupants may not be able to hear them.

Should a severe weather notification occur:
• Move the designated shelter areas following the guidelines.
• If you cannot reach a designated shelter area, move as far away from the windows as possible.

Lie down on the floor, under a desk or table if possible, curl up and protect your head and eyes.
• Do not use elevators or cell phones.
• Call 911 to report any injuries or damage when possible.

UTILITY OUTAGE

• If a loss of power causes a threat to people or property, call 911 immediately.
• Notify Facilities Development & Management, 708.534.4515 immediately.
• All personnel should remain in their respective areas unless directed otherwise by DPS or designated authority.

WATER-RELATED EMERGENCIES

• Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.
• Do not touch any electrical outlets, equipment, etc.
• Evacuate the area.
• If outside, do not drive through flooded areas.
SECURITY ON THE STREET

- Request the GSU Safety Escort service or shuttle service by calling 708.534.4900 or by using any red emergency phone inside the university.
- Stay alert to your surroundings—use of electronic devices (phones, iPods, etc.) can be distracting.
- Avoid going out alone at unusual hours or being in secluded places.
- If you are being followed, go to a well-lit or populated place and notify DPS.
- At night, stay in well-lit areas.
- Avoid displaying any amount of money you are carrying.
- Keep a firm grip on your purse or bag. If possible, put the strap over your shoulder and tuck the purse or bag between your arm and body.
- Be familiar with the location of the outdoor campus emergency phones and call boxes.
- Utilize crosswalks at all times, be aware of vehicular traffic, and obey signs and signals at intersections/crossings when walking.

SECURITY IN THE OFFICE

- Keep wallets and purses secure. Lock them in a drawer if possible.
- If you see people in your area who do not belong, contact DPS.
- Demand proper identification and authorization before allowing anyone to remove equipment from your office.
- Do not loan keys or equipment to strangers or unknown workers.
- Lock your office whenever it is unattended.
- When working after hours or weekends, notify DPS of your whereabouts and when you leave.
SECURITY IN YOUR CAR
• Park your car in a well-lit area.
• Lock your car.
• As you approach your car, check for person(s) who may be hiding behind, in front or underneath it.
• After you get into your car, lock the doors.
• If you are being followed, drive to a police or fire station and sound your horn until help arrives.
• Always be sure your car has enough gas to get you to and/or from your destination.
• Remove phones, CD’s, or any items of value from plain view to avoid burglaries.
• Never pick up strangers or go with a stranger who offers help.

VICTIM OR WITNESS OF CRIME
• If you are accosted by someone who displays or appears to have a weapon, do not try to ward off the attacker.
• Be observant and obtain as much information as you can. Note information about the perpetrator without endangering yourself.
• If the perpetrator flees, note the direction of travel and the vehicle/license plate if possible.
• Preserve the crime scene for the police.
• If you are the victim of a criminal sexual assault, call 911 immediately, and refrain from showering or washing yourself temporarily until the police can properly investigate.
Review the emergency information located in the campus classrooms. Know ahead of time how to get from your classroom or office to the closest designated shelter area or to exit the building by the most direct route during an evacuation. Share this information with your students.

Program the GSU Police Department’s phone numbers into your cell phone.
Non-Emergency: 708.534.4900 and GSU’s campus status hotline, 708.534.4909.

Keep up-to-date contact information on file with the Office of Human Resources so that you can be contacted during an on campus emergency. To change your contact information, email Stephanie Juarez in HR at sjuarez@govst.edu.

Keep an entry in your cell phone labeled I.C.E. (In Case of Emergency) so that police, fire and EMS can contact your emergency contact if you cannot speak.

Faculty—Stay with your students and provide them with direction to the nearest shelter area or to the nearest exit. Keep a roster to account for your students. Notify GSU Police of any persons with disabilities requiring assistance. If possible, have someone stay behind with persons with disabilities until emergency personnel arrive.

Persons with disabilities—go to stairway landings and wait for emergency rescue personnel. Stairwells are constructed with a higher fire rating than any other areas of a building. Emergency personnel responding to the building will be checking the stairway landings for persons with disabilities upon their arrival.

In the event of a lockdown—shelter in place, stay clear of windows and wait for updates via phone, text and email.

During an evacuation, do NOT use the elevator. Take the stairs.

Remain calm and walk—do not run.

Do NOT use fire alarms for individual emergencies. Use fire alarms in the event of a fire or the evacuation of a building.

Know more than one way to get out of every building where you have classes and meetings in the events one exit is blocked.

To be prepared at home: Get a Kit, Make a Plan, Be informed (www.ready.gov/)

For more information, go to the GSU Emergency Preparedness Website: www.govst.edu/emergency
Staff Emergency Preparedness Check List

☑ Review the emergency information located in the campus classrooms. Know ahead of time how to get from your classroom or office to the closest designated shelter area or to exit the building by the most direct route during an evacuation. Share this information with your students.

☑ Program the GSU Police Department’s phone numbers into your cell phone. 
   Non-Emergency: 708.534.4900 and GSU’s campus status hotline, 708.534.4909.

☑ Keep up-to-date contact information on file with the Office of Human Resources so that you can be contacted during an on campus emergency. To change your contact information, email Stephanie Juarez in HR at sjuarez@govst.edu.

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