

CAMPUS EMERGENCY QUICK GUIDE

Faculty, staff and students play an important role in the event of an emergency on campus. The information below is intended to assist you with emergency preparedness in a classroom or lab and should be reviewed with students and colleagues at the beginning of each semester.

How to prepare in the event of an emergency

BUILDING EVACUATION ROUTES AND EVACUATION ASSEMBLY POINTS

Building evacuation routes and evacuation assembly points are posted at stairwell and building exits and may also be reviewed and printed at ripon.edu/safety.

For this class, the closest building exit is: _____

We will meet at the following evacuation assembly point: _____

BUILDING DOORS AND WINDOWS

Become aware of how classroom doors and windows operate. Due to the varying age of campus buildings, doors may lock manually, remotely, or not at all.

EMERGENCY COMMUNICATION

Dial 9-911 from campus phones for emergencies. You will be connected with Ripon Police. For campus security, dial 920-748-8703.

EMERGENCY NOTIFICATION

Information about a campus emergency will be initiated as soon as the situation allows and may be communicated using a variety of methods, including RAVE text messages, the Ripon College website, and a recorded update on the campus security line.

To sign-up for RAVE emergency text message alerts or to update your cellphone number, visit ripon.edu/rave and log on using your Ripon College username and password.

What to do during a drill or an actual emergency



BUILDING ALARM: EVACUATE



FIRE: EVACUATE



POWER OUTAGE: EVACUATE IF INSTRUCTED TO DO SO



TORNADO: GO TO NEAREST DESIGNATED SHELTER

(FOR THIS BUILDING, GO TO _____)



HAZARDOUS MATERIAL RELEASE (INDOORS): EVACUATE



HAZARDOUS MATERIAL RELEASE (OUTDOORS): SHELTER IN PLACE



ACTIVE SHOOTER/VIOLENT INTRUDER: EVACUATE IF SAFE TO DO SO. IF NOT, SHELTER IN PLACE

EVACUATION PROCEDURES:

- Evacuate using the nearest exit.
- Secure any hazardous materials or equipment before leaving.
- Take personal belongings.
- WALK. DO NOT RUN. DO NOT USE ELEVATORS.
- Assist individuals with disabilities.
- Assemble at your evacuation assembly point unless otherwise instructed.
- Provide emergency personnel with relevant information.
- Remain at evacuation assembly point and do not re-enter building until authorized by emergency personnel.

SHELTER-IN-PLACE PROCEDURES:

- Stay inside the building or proceed to a safe place.
- If you are in a room with a door, make sure the door is closed.
- If applicable and time permits, lock doors and silence cell phones.
- If you are in a room with a window, make sure the window is closed.
- Remain where you are until further direction from emergency personnel.