



Evacuation Information

- Become familiar with the evacuation diagrams located in the hallways throughout the building to identify your nearest evacuation route.
- Remain calm; follow emergency guidelines and directions given by emergency personnel.
- If the fire alarm has been activated, go to the nearest stairwell or exit door and leave the building immediately.
- Assist disabled persons out of the building. In the event a person with a disability cannot be immediately evacuated from the building, he or she should be directed to the nearest stairwell landing to await the arrival of emergency personnel. ETSU Campus Police and/or the Johnson City Fire Department must be notified immediately upon arrival, identifying the location of the individual.
- Go to the Designated Assembly Area as indicated below.
- Do not re-enter the bldg. unless directed by emergency response officials.

Designated Assembly Area for Burgin Dossett Hall



Emergency Procedures

East Tennessee State University

Burgin Dossett Hall

Fire

- If fire or smoke is discovered, notify the fire department or Public Safety immediately by dialing 9-1-1 or 9-4480.
- Go to the nearest stairwell or exit door and leave the building immediately.
- Pull the fire alarm as you leave the building.
- Do not use the elevators!
- Assist disabled persons out of the building. If unable to exit the bldg. due to severe mobility impairment, he or she should be directed to the nearest stairwell landing to await the arrival of emergency personnel. Campus Police and the Johnson City Fire Department must be notified immediately upon arrival, identifying the location of the individual.
- Go to the Designated Assembly Area.
- Do not re-enter the bldg. unless directed by emergency response officials.

Severe Weather

During a Tornado Warning

- Move to a basement, or
- First floor interior hallway, or
- Restroom or other enclosed small areas away from large class areas.
- Get under sturdy furniture.
- Stay away from windows.
- If caught outside, crouch in a nearby ditch or close to the ground.

During a Severe Thunderstorm Warning

- Immediately go inside for protection.
- Stay away from windows, water faucets and other plumbing fixtures.
- Do not use telephone, television, or computers since lightning can travel through connecting wiring.
- If outside – stay away from tall trees and other objects that are likely to be struck by lightning.
- If caught in an open field, crouch in a ditch or close to the ground.

Hazardous Materials Release

- Evacuate
 - Leave spill area immediately.
 - Remove personnel from danger of spill.
 - Alert other building occupants.
- Confine
 - Block area to unnecessary personnel.
 - Use doors to contain vapors.
 - Shutdown ventilation systems where possible.
 - Use hood to exhaust vapors.
- Notify
 - Public Safety@911 or 9-4480, Facilities Management@9-7900, and Environmental Health & Safety Office@9-6028.

Follow instructions of emergency personnel.

Power Outage

- For information about a prolonged outage, go to www.etsu.edu for an ETSU alert, or listen to your radio at WETS-FM, 89.5, for up-to-the minute information.
- Help co-workers in darkened areas move to safe locations.
- Unplug personal computers.
- Take personal belongings if instructed to leave the building.
- Secure any hazardous materials or equipment before leaving.

When You Hear Campus Warning Sirens

- Listen carefully!
- Follow all instructions.
- If you cannot hear the message being broadcast across the campus emergency system:
 - Get to a computer and go to www.etsu.edu for an ETSU alert, Or
 - Listen to your radio at WETS-FM, 89.5, for up-to-the-minute information, Or
 - Check your email or cell phone for a GoldAlert Emergency Text Message.