Emergency Response

Quick Guide

Active shooter

Use the following options to protect your life.

Call 911 when it is safe.

Run

1. Flee the area to create distance between yourself and the attacker.
2. Call 911 immediately and request assistance.

Fight

1. Fight back. Flee from fighting if the opportunity presents itself.
2. Emergency call boxes are located in high-traffic areas on each ASU campus. Push the speaker button to access your local police department immediately.

Hide

1. Shelter yourself.
2. Try to place solid items between you and the attacker, such as desks, bookshelves, tables, etc.

Bomb threat via phone

1. Remain calm and do not hang up, even if the caller does. Keep the caller on the line as long as possible.
2. Listen carefully, be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to notify the authorities or, if the caller hangs up, notify ASU Police immediately from a different phone with information and await instructions. Remember: Do not hang up.
5. If you can, write down the caller’s number or letters that appear on your phone.
6. Complete the Bomb Threat checklist immediately. Write down as much detail as you can remember. Try to get exact words.

Visit cfo.asu.edu/emergency-guide for detailed information on the university’s emergency response.

Contacts

- ASU Counseling Services — eoss.asu.edu/counseling
  - Office hours: 877-258-7429.
  - Outside office hours: 480-921-1006.
- ASU Emergency Information — emergency.asu.edu
  - Toll-free: 1-844-864-8327.
- ASU Health Services — eoss.asu.edu/health
  - 480-965-3349.
- ASU Hotline — 24/7
cfo.asu.edu/asu-hotline
1-877-786-3385.
- ASU Police Department — police.asu.edu
  - Non-emergency: 480-965-3456.
- Employee Assistance Office — cfo.asu.edu/eao-wellness
  - 480-965-2271.
- Environmental Health and Safety — ehs.asu.edu
  - 480-965-1823.
- Facilities Development and Management — fdm.asu.edu
  - 480-965-3633.
- Incident Reporting — cfo.asu.edu/incident-reporting
  - 480-965-1823.
- Workers’ compensation
cfo.asu.edu/benefits-guide-workers-compensation
  - 480-965-1823.

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Fire

If you discover a fire or see smoke:
1. Activate the alarm pull station located near an exit.
2. Call 911 from the nearest safe location.
3. Exit the building immediately.

If caught in smoke:
1. Drop to your hands and knees, crawl towards the nearest exit and stay low.
2. Breathe through your nose and use a filter, such as a shirt or a towel.

If trapped in a room:
1. Close as many doors as possible between you and the fire.
2. Wet a cloth and place it around or under the door.
3. Be prepared to signal someone outside the window.

Clothing on fire — stop, drop and roll:
1. Roll the person around on the ground to smother the flames.
2. Only drench them with water if a safety shower is immediately available.
3. Call 911.

Natural hazard response
Thunderstorms, lightning, earthquakes, etc.
- Follow all advice from warning systems and authorities.
- Seek shelter if possible.
- Do not exit buildings unless evacuation order is given.
- Do not use elevators.
- Stay away from windows and doors until the event has passed.
- Avoid large hanging items and glass objects.

Power outage
1. Remain calm.
2. For storm-related outages, please call your local utility company.
3. For all other outages, please contact Facilities Development and Management at 480-965-3633 or visit fdm.asu.edu.

Suspicious package
1. Do not touch, tamper with or move the package.
2. Call 911 immediately.
3. Alert others in the area.
4. Leave the area, close doors and prevent others from entering.

Hazardous materials
A hazardous materials incident is considered a spill of any of the following:
- Chemicals — liquids and solids.
- Hazardous waste.
- Oils — diesel and gasoline.

For a major spill or leak:
1. Activate the nearest fire alarm.
2. Do not attempt to clean up the spill yourself.
3. Confine the spill to a small area.
4. Evacuate the area immediately and close the doors behind you.
5. Call 911.
6. Alert people in the immediate area of the spill.
7. Avoid breathing vapors from the spill.
8. Do not allow anything to spill into the drains.

Refer to cfo.asu.edu/hazardous-materials-incident for more information.

Visit cfo.asu.edu/power-outage-and-flooding for more information.

Visit cfo.asu.edu/suspicious-packages-or-bomb-threat for more information.