

EMERGENCY

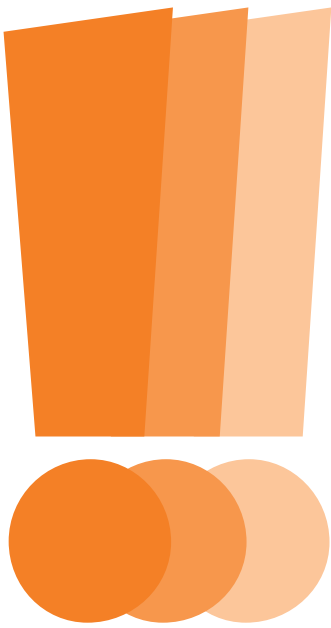
Hendrix Public Safety **501-450-7711**
Conway Police **911** (9-911 for office phones)



GETTING INFORMATION

During an emergency, information will be distributed to the campus community via:

- › H-Alert
- › Hendrix College Socials
- › Code Red (to download free service, go to: www.faulknercounty.org)
- › Campus Email



INCIDENTS

EMERGENCY
PROCEDURES
WHAT TO DO

Call **501-450-7711** to report the emergency. Be prepared to answer the following questions:

- › Location of the incident
- › Nature of the incident
- › Nature of any injuries
- › Description of the person(s) involved
- › Location of perpetrator, if known
- › Direction of travel of perpetrator, if known
- › STAY CALM and don't hang up



FIRE

- › Upon discovering a fire, close the door to the room where the fire is located and immediately activate the building fire alarm
- › Call **911** and give specific location of the fire, then call 450-7711
- › When an alarm is activated, everyone must leave immediately in a calm manner, even if there are no immediate signs of a fire
- › Do not use elevators
- › If in a residence hall, put on shoes and a jacket before leaving the building
- › Evacuate to a distance of at least 300 feet and follow directions provided by building coordinators and/or emergency personnel
- › Do not return to the building until instructed to do so by Hendrix Public Safety or other proper authority



TORNADO
OR OTHER
SEVERE
WEATHER

- › We recommend that you sign up in advance for Code Red Weather Alerts, a free service of Faulkner County, at www.faulknercounty.org
- › Local information is broadcast on KTOD (92.7 FM), KFCA (1330 AM) and KCON (1230 AM)
- › **Tornado Watch:** Tornadoes possible; no immediate danger; remain alert for passing storms
- › **Tornado Warning:** A tornado has been sighted or indicated by weather radar. Sirens will sound if a tornado is in or near Conway. Danger exists – move to your designated area of safety, usually on the lowest floor of the building and away from windows
- › **Severe Thunderstorm:** Remain in a safe place indoors; stay away from doors and windows
- › **Ice/Snow Storms:** Operations will continue while students are on campus – in the rare event that classes are cancelled, you will be notified by your professor.
- › **Use your best judgment regarding travel: If you can't travel safely, don't travel!**



INTRUDER/
DANGEROUS
PERSON

- › If you observe a dangerous person on campus, call **501-450-7711** to immediately report it
- › Remain calm and do not engage the intruder
- › If a firearm is observed or discharged, DO NOT move toward the incident. If it can be done safely, quickly move away from the area and call **911**, then call 450-7711 to immediately report the incident and its location

If in a building

- › Leave if you can do so undetected. Otherwise, remain out of sight behind cover and shelter in place
- › Remain calm and turn off cell phone vibration and ringer
- › If with a group, one person should call **911**, then call **501-450-7711** to report your location, where the danger is, and the condition of the others
- › Remain where you are until the danger has passed and emergency personnel are on the scene