



HENDRIX
COLLEGE

EMERGENCY PROCEDURES

EMERGENCY

Hendrix Public Safety **501-450-7711**

Conway Police **9-911**

NON-EMERGENCY

Hendrix Public Safety **501-450-1348**

GETTING INFORMATION

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

H-Alert

Campus email

Hendrix College Facebook and Twitter

Code Red

(to download free service, go to: www.faulknercounty.org)

WHAT TO DO

CAMPUS INCIDENTS

Call **501-450-7711** to report the emergency

Be prepared to answer the following questions:

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

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!**

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

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

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 discharged, DO NOT move toward the incident. If it can be done safely, quickly move away from the area and call **501-450-7711** 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

Also, if in a building

- Remain calm and turn off cell phone vibration and ringer
- If with a group, one person should 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