



## Procedures in case of Emergency for Faculty, Staff, and Students



**FIRE:** If the fire alarms go off, exit IMMEDIATELY using the STAIRS ONLY (do NOT use the elevator). Proceed outside (through the nearest exit) and get 100 feet or more away from the building. Make your way to the area between Calhoun and Furman. Wait until you are given the all-clear by one of the staff or by a Vanderbilt police officer or other official.

**TORNADO:** If the tornado sirens go off and/or you receive an email or text message telling you that a tornado is approaching campus, exit IMMEDIATELY using the STAIRS ONLY (do NOT use the elevator). Go to the BASEMENT. If the basement fills up, go to the FIRST FLOOR (the area outside the elevator, which is the innermost part of the floor). Try to stay out of the stairwells. Wait until you are given the all-clear by one of the staff or by a Vanderbilt police officer or other official.

**BOTH CASES:** In both these situations, staff will knock on ALL doors on the floors we occupy (1, 2, and 4), including both offices and classrooms. 1-2 staff members have been designated for each floor. Please leave when you are asked to, including those who are in class at the time, and make your way to the appropriate location.

Since most students have their cell phones on them at all times, you may find that your students know there is a tornado alert before you do and before we can come tell you. Please listen to them if they tell you they have received a text message, as doing so will gain valuable time for you and your students.

**GUNMAN IN THE BUILDING:** If you receive an alert that a gunman is in the building and you are near your office LOCK YOURSELF IN and remain quiet. If you are near 416 but not your office, come to 415. If you are in a classroom, close the door, barricade it if possible, and remain quiet. Classroom doors do not lock from inside.

**ALERT VU:** If you wish to sign up for Email or cell phone ALERTS from Vandy, which will inform you at once of all emergencies (this is HIGHLY RECOMMENDED), sign up here:

<https://www.warnsignup.com/alertvu/>