Evacuation Information

- Evacuate the building using the nearest exit (or alternate if nearest exit is blocked).
- Do not use elevators!
- Take personal belongings (keys, purses, wallets, etc.)
- Secure any hazardous materials or equipment before leaving.
- Follow directions given by building staff.
- Go to Evacuation Assembly Point:
  - West Entrances proceed to Science Lawn.
  - East Entrances proceed to Barto Lawn.
- DO NOT STAND OUTSIDE OF THE ENTRANCES!
- Assist persons with disabilities or special needs.

Lockdown Protocol

- If notified by a building official or if an immediate outside threat is perceived (Hostile / Armed Intruder), some or all of the following may be helpful
- Secure the Immediate Area
  - Lock & Barricade Doors
  - Turn Off All Lights
  - Close Blinds
  - Keep Calm, Quiet and Out of Sight
  - Take Adequate Cover
  - If Safe, Dial 911
- Un-Securing the Area
  - Consider the Risks in Leaving the Secure Area
  - Attempts to Rescue Others Should be Limited; Don’t Endanger Yourself or Compromise Your Safety
  - Only Leave if it Improves Your Chances of Survival

Earthquake

- Drop, Cover, Hold under a table or desk or against an inside wall—not in a doorway—until the shaking stops.
- After the shaking stops, check yourself and others for injuries and move toward the nearest exit or alternate.
- Evacuate the building.
- Do not leave the area/campus without reporting your status to your instructor, building coordinator or supervisor.
- Go to your nearest campus Evacuation Assembly Point for more information and critical updates.

Hazardous Materials Release

- If an emergency or if anyone is in danger, call 9-1-1.
- Move away from the site of the hazard to a safe location.
- Follow the instructions of emergency personnel.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed or have information about the release.

Suspicious Person

- Do not physically confront the person.
- Do not let anyone into a locked building/office.
- Do not block the person’s access to an exit.
- Call 9-1-1. Provide as much information as possible about the person and their direction of travel.

Suspicious Object

- Do not touch or disturb object.
- Call 9-1-1.
- Notify your supervisor and/or the building coordinator.
- Be prepared to evacuate.

Non-Emergency Call KITTCOM: 509-925-8534
CWU Emergency Hotline: 509-963-2345

Emergency Address:
1007 N. Chestnut St.
Ellensburg, WA 98926