



For every earthquake where things are moving or falling, DROP, COVER, and HOLD ON! Get to the ground under something and cover your head in particular.



- Minor earthquakes should not prompt you to evacuate. Unless there is another reason to leave the building, you are safer inside than outside after an earthquake.
- However, if you are ordered or required to evacuate, follow instruction from the Public Safety Department or emergency authorities.
- If you are unsure and you believe that evacuation is necessary for your safety, it is recommended to wait for the shaking to stop, then carefully leave the building and move at least 50 feet away to an open area.
- Do not run while the building is shaking, this is how people can get seriously injured.

Elevator Malfunction

If you become trapped in an elevator:

- Activate the elevator emergency phone, which places a call to Public Safety, or dial 620-441-5599 from a cellphone.
- Remain calm. Assist others in staying calm and wait for help to arrive.
- Do not try to force open an elevator door.
- Do not crawl out of an elevator without assistance from authorized personnel.

If you are not in need but hear a problem or person in need of help:

- Dial ext.5599 from any campus phone or call 620-441-5599 to notify Public Safety and report the following information:
 - Name of the building, your name and cellphone number (if applicable)
 - Your location within the building
 - Where the problem is (what building room number, floor level, etc.), if known.
 - Whether a medical emergency exists.
- Try to keep the person(s) in need calm and wait for help to arrive.