

REPORTING EMERGENCIES

For any emergency situation, contact Lawson State Police by dialing 925-3587.
State your name, location, and the nature of the emergency.

FIRE



TORNADO



If you detect FIRE or SMOKE, do this at once:

1. **STAY CALM** and use common sense.
2. Close the door to **CONFINE** the fire and smoke.
3. **ACTIVATE THE FIRE ALARM**—a small red box located on the wall near each exit. Follow the instructions on the alarm.
4. **REPORT THE FIRE.** Call Lawson State Police at 925-3587, identify yourself and tell the officer the exact location of the fire or smoke and what is burning.
5. **EVACUATE.** Evacuation of faculty, staff, students, and visitors will be carried out in a timely and orderly manner and will occur as follows:
 - a. All building occupants should proceed to the nearest exit, move away from the building and assemble in a location predetermined by your instructor. This will provide a quick and easy way to account for all personnel. It is also important that the fire department has clear and unobstructed access to the building.
 - b. Do not return to the building unless told to do so by the fire department, police, or the security officer.

When a TORNADO WARNING is issued . . .

for Jefferson County, this means that a tornado has been spotted within the County. The Jefferson County Emergency Management Agency will activate the civil defense sirens.

All building occupants should move away from windows, cross walks, atriums, and doors that lead directly to the outside of the building and take shelter immediately in the lowest level inner corridors, rest rooms, and in interior stairwells.

Do not go outside until you are instructed to do so. The only other time that the sirens are activated is the first Wednesday of the month at 10 a.m. for testing.

Lawson State Community College is committed to providing the most immediate notification regarding any weather related closing or delay for the college. In case of severe or inclement weather, listen to any of the major radio stations and network television stations for information.

Provisions for Individuals with Disabilities

The landings inside of each stairwell and protected elevator lobbies are considered "safe" areas for individuals with disabilities. It is routine procedure for emergency personnel (i.e., fire department and police) to check these areas for individuals with disabilities and/or injured persons. In the event that this building must be evacuated, individuals with disabilities located above or below the ground floor should be escorted to the closest stairwell and a "buddy" should remain with that person until emergency personnel arrive.

