EMERGENCY GUIDES

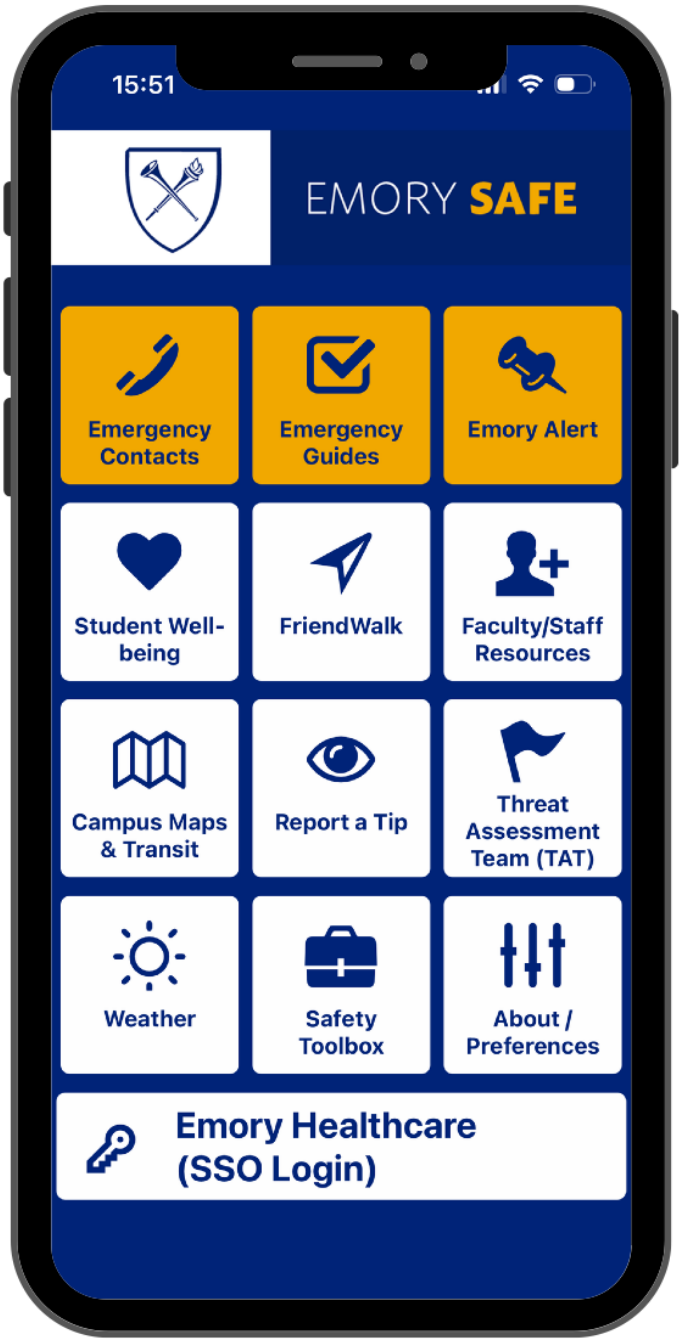
Updated November 2026



HOW TO STAY SAFE ON AND OFF CAMPUS

For additional information, download the

Emory SAFE App



App Safety Features Include:

- Emergency Notifications
- Call or Message Emory Police
- Just-in-Time Guides for Campus Emergencies
- Wellbeing Resources
- Friend Walk
- Campus Maps & Resources
- Anonymous Tip Reporting

Don't forget to enable notifications

Download on the App Store

ANDROID APP ON Google play

The Emergency Guide provides instructions for on-campus emergencies. These guides cannot address every possible situation and should be adjusted to meet the needs of the individual situation. Additional information in the event of an emergency may be found through campus safety partners.

Office of Critical Event Preparedness and Response (CEPAR)

Office (non-emergency): 404-712-1300

Email: emergency@emory.edu

Emory Police Department (EPD)

Emergency: 404-727-6111

TDD/TTY: 404-320-1024

Email: police@emory.edu

Emory Fire Safety

Email: Fire.safety@emory.edu

Emory Environmental Health and Safety Office (EHSO)

Office: 404-727-5922

EHSO Spill Team: 404-727-2888

Campus Service: 404-727-7463

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ACTIVE SHOOTER

Active shooter situations are unpredictable, and they evolve quickly. If you find yourself in the middle of such an event, your survival can depend on the way you respond. There are three things you can do to increase chances of safety and survival: **RUN, HIDE, FIGHT** (also called Avoid, Deny, Defend). It is best to run away to escape the threat, but it is important to understand that this guidance is not sequential. You may need to employ these strategies in different ways, as the event evolves.

Run/Avoid: If a safe path is available, always try to escape or evacuate.

- Act immediately:
  - Do not linger to gather belongings.
  - Do not hold anything while running.
  - Encourage others to leave with you, but do not let their indecision slow down your own escape.
- Assist others:
  - If you are able, help others escape.
- Warn others:
  - Inform others to not enter the area where the active assailant may be.
- Contact emergency services:
  - When it is safe to do so, call Emory Police at **404-727-6111** or **911.**

Hide/Deny: If you can't escape, try to hide outside the shooter's view.

- Select your hiding place:
  - Your best option is a room with a lockable door and no windows.
  - If you can’t find a safe room, hide behind large objects that offer protection. Seek a hiding place that doesn’t restrict your options to move.
- Prevent access:
  - For both doors that do and do not lock, attempt to block it with furniture and other large objects.
- Stay safe:
  - Turn off lights

- Maintain silence to avoid detection, including silencing your cell phone, turning off your phone's vibration notification, and turning off any noise sources like radios or TVs.
- Do not hide directly behind the door. Hide off to the side of the door.
- Use your Emory Safe app to chat with EPD via the Emergency Contacts tile.

Fight/Defend: If your life is at risk, and you cannot escape or hide, you should be prepared to fight.

- Prepare to fight:
  - If you have time to do so, consider available improvised weapons to attack—a fire extinguisher, chair, or scissors—or distract—books or papers that can be thrown.
  - Consider which areas the assailants might attack from and attempt to position yourself to have an advantage. Try to surprise the attacker.
  - Work with others to plan your attack. Some may initially distract while others attack.
- During the confrontation:
  - Act aggressively and commit to your actions.
  - Work together.
  - Yell loudly to distract the attacker.
  - Attempt to incapacitate the shooter.
  - Do not fight fair! (You have the right to defend yourself)

When calling the police, please report the following:

- Your location
- Number of attackers
- Description(s) of attackers(s)
- Type of weapons (rifle, pistol, knife, or vehicle)
- Location of threat(s)
- Direction of movement of threat(s)

When law enforcement arrives:

- Remain calm and follow officer instructions
- Immediately raise your hands and spread your fingers
- Keep your hands empty, and always keep hands visible
- Avoid quick movements, pointing, or screaming

- The officers' first priority is to stop the threat; help for the injured will be provided by rescue teams
- Evacuate in the direction from which officers are entering the premises

BOMB THREAT

Any person receiving a bomb threat via telephone should try to keep the caller on the line as long as possible.

If you have caller ID on your phone, record the phone number and identity.

Try asking the caller the following questions:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your name?
- Are you an employee or student?
- Where are you calling from?

When talking with the caller, record the following pertinent information:

- Time of call
- Age and gender
- Speech pattern, possible accent/nationality
- Emotional state
- Background noise

Call Emory Police at **404-727-6111**

DANGEROUS HEAT

The National Weather Service may issue any of the following alerts:

Excessive Heat Warning:

An Excessive Heat Warning is issued within 12 hours of the onset of extremely dangerous heat conditions. The general rule of thumb for this Warning is when the maximum heat index temperature is expected to be 105° or higher for at least 2 days and nighttime air temperatures will not drop below 75. If you don't take precautions immediately when conditions are extreme, you may become seriously ill or even die.

Excessive Heat Watches:

Heat watches are issued when conditions are favorable for an excessive heat event in the next 24 to 72 hours. A Watch is used when the risk of a heat wave has increased but its occurrence and timing is still uncertain.

Heat Advisory:

A Heat Advisory is issued within 12 hours of the onset of extremely dangerous heat conditions. The general rule of thumb for this Advisory is when the maximum heat index temperature is expected to be 100° or higher for at least 2 days, and nighttime air temperatures will not drop below 75. Take precautions to avoid heat illness. If you don't take precautions, you may become seriously ill or even die.

Excessive Heat Outlooks:

The outlooks are issued when the potential exists for an excessive heat event in the next 3-7 days. An Outlook provides information to those who need considerable lead-time to prepare for the event.

Take Action:

- Drink plenty of fluids, stay in an air-conditioned room, stay out of the sun, and check on relatives and neighbors.
- Young children and pets should never be left unattended in vehicles under any circumstances.
- Take extra precautions if you work or spend time outside. When possible, reschedule strenuous activities to early morning or evening. Know the signs and symptoms of heat exhaustion and heat stroke.
- Wear lightweight and loose-fitting clothing when possible.

- To reduce risk during outdoor work, schedule frequent rest breaks in shaded or air-conditioned environments.
- Anyone overcome by heat should be moved to a cool and shaded location.
- Heat stroke is an emergency! Call Emory Police 404-727-6111 or dial 911.

FIRE/FIRE EXTINGUISHER

If You Should Discover a Fire

- Assess the situation and know your capabilities before attempting to act.
- Alert people in the area and immediately activate the fire alarm at the closest pull station.
- Call Emory Police at 404-727-6111 or 911 to provide details of the fire's location.
- If you are confident in your abilities to act and the fire is small, safely use a fire extinguisher using the PASS method (Pull, Aim, Squeeze, Sweep). If you cannot extinguish the fire, immediately exit the building.

During an Alarm

- Evacuate the building immediately by using the closest exit and go to the "outside designated meeting location." Evacuation maps can be found near elevator bays and stairwells in Emory buildings.
- Never take the elevator during a fire. You may be trapped if the power goes out.
- Before opening any door, feel the handle and door with the back of your hand for heat. If the door is hot, do not try to open it. Find another route to evacuate the room or building.
- Leave quickly, closing unlocked doors as you go to contain fire and smoke.
- If you encounter smoke or flame during your escape, use another exit. Heat and smoke rise, so cleaner air will be near the floor. Get as low as possible to the floor and move toward the exit.
- Do not re-enter the building.

If Trapped in a Room

- If you are able to call from where you are trapped, call EPD (404-727-6111) or 911 and provide your exact location.
- Wait at a window if possible and signal for help by waving an object that can be seen from a distance.
- If you cannot escape safely, protect yourself by closing as many doors as possible between you and the fire.
- Seal all cracks where smoke can enter by using wet materials—jackets, towels, etc.

If you have limited mobility, including a chronic medical condition, you should do the following:

- Plan for possible evacuations.
- During evacuation, let the closest person to you know that you need assistance leaving the building. Look for “areas of refuge,” like stair enclosures or the other side of corridor fire doors.

Fire Extinguisher: Use the PASS Technique

1. HOLD EXTINGUISHER UPRIGHT AND PULL THE RING (SAFETY) PIN



2. STAND BACK FROM THE FIRE AND AIM AT THE BASE OF THE FIRE NEAREST YOU



3. SQUEEZE HANDLES TOGETHER AND SWEEP THE EXTINGUISHER STREAM SIDE TO SIDE



REMEMBER THIS SIMPLE WORD - P A S S

PULL AIM SQUEEZE SWEEP

HAZARDOUS MATERIAL SPILL

For Assistance, Call EHSO Spill Team: 404-727-2888

In the event of a spill with serious injuries or if you cannot reach the EHSO Spill Team, call EPD (404-727-6111) or 911.

If applicable, consult your laboratory-specific guidance. Additional EHSO resources can be found at https://ehso.emory.edu/resources/index.html

For Chemical, Biological, Radiation Spills:

- Remove contaminated clothing.
- Flood the contaminated skin with running water from a faucet or safety shower for fifteen minutes; for biological spills please use both soap and water.
- Obtain medical attention after attempting to decontaminate using eyewash or safety shower and alert medical staff of exposure.
- Provide Safety Data Sheets (SDS) to health care providers if possible.
- Report incidents as soon as reasonably possible to your professor or supervisor and Occupational or Student Health Services and Environmental Health and Safety
- Seek medical care if contaminated.

Minor Cuts and Puncture Wounds:

- Vigorously wash the injury with soap and water for fifteen minutes.
- Obtain medical attention.
- Report incidents as soon as reasonably possible to your professor or supervisor and Employee or Student Health Services.

Hazardous Material Splashed in Eye

- Immediately rinse eye and inner surface of eyelid with water continuously for fifteen minutes.
- Forcibly hold eye open to ensure effective wash behind eyelids.
- Obtain medical attention. Report incident as soon as reasonably possible to your professor or supervisor and Employee or Student Health Services and Environmental Health and Safety

If there are no injuries or exposures have been managed:

- Limit access to the area.
- Place contaminated/damaged items in secondary containment.
- Contain the spill or protect the drain, if possible.

- Do not attempt cleanup unless specifically trained to do so and have appropriate Personal Protective Equipment (PPE).
- Inform your supervisor and notify EHSO immediately.

HOSTAGE SITUATION

If you hear or witness a hostage situation:

- Remove yourself from any danger by leaving the immediate area.
- Call Emory Police at **404-727-6111** or call **911.**

Be prepared to provide police with the following information:

- Location and/or room number of the incident
- Number of possible hostage takers
- Physical description and names of hostage takers and hostages if known
- Number of possible hostages
- Any weapons the hostage takers may have

INDOOR AIR QUALITY CONCERNS – REPORTING

Whom to Contact:

- If you have an indoor air quality (IAQ) issue that does not involve a chemical odor, contact Campus Services Workflow Management at 404.727.7463 and report the issue.
- If Campus Services is unable to identify and resolve the issue, Campus Services or the person with the IAQ concern should contact the Environmental Health and Safety Office (EHSO) at 404-727-5922 for assistance.

Immediately report all natural gas odors to Campus Services at 404-727-7463.

Immediately report all chemical odor concerns to EHSO at 404-727-5922.

If there is a natural gas odor that develops in your area:

1. Stop all operations;
2. Do not operate the lights or any electrical equipment;
3. Vacate the immediate area and try to keep others from entering.

For after-hours emergencies, contact the EHSO Spill Team at 404-727-2888 or Emory Police at 404-727-6111.

INTERNATIONAL TRAVEL EMERGENCY PROTOCOL

Emergencies Requiring Immediate Medical Attention

If you require immediate medical attention while abroad, you should contact the emergency services in your location. You can find the "911 equivalent" for your location at https://travel.state.gov/en/international-travel.html by selecting the travel destination.

Important Contacts

Students on Study Abroad

While you are abroad, your first contact should always be the director of your overseas program, as instructed during your orientation. If you are traveling and/or in a situation where you are not able to reach that person, you should either call:

- During regular office hours (M-F 8:00am to 5:00pm EST): Emory College Study Abroad at **+1-404-727-2240**
- After hours: Emory's Police Department at **+1-404-727-6111** (EPD will page an Emory College Study Abroad staff member for you)
- International SOS directly at **+1-800-523-6586** or **+1-215-942-8478** (Please call collect if necessary.) Membership number: **11BYSG000003**

Lost or Stolen Items

Neither Emory University nor its departments assume any responsibility for personal items lost or stolen during Emory sponsored international travel. Individuals should contact their homeowner's insurance provider to understand coverage policies while traveling internationally.

MEDICAL CARE AND INTERNATIONAL TRAVEL FOR EMORY FACULTY AND STAFF

If traveling outside the U.S., for Emory-sponsored travel, Emory provides resources that may assist you. In addition to your medical insurance under the Emory group medical plans, Emory's Global Assistance Program (administered by International SOS) provides security, natural disaster and medical evacuation services, emotional support services, and emergency medical insurance among other benefits for personnel traveling on Emory business. Emory's Global Assistance Program is also available for any spouse, life partner, or dependent child who accompanies you on Emory business travel.

Some of the Global Assistance Program services will require reimbursement or result in an additional charge. If you request a service that has an additional charge, International SOS will inform you in advance and will require a credit card to activate the service. International SOS will medically monitor and evaluate your condition and ongoing medical expenses during your hospitalization. After approval from Emory University, International SOS can arrange a guarantee of payment for medical fees and expenses. Eligible emergency medical expenses incurred abroad will be covered.

Learn more about Emory's Global Assistance Program at https://global.emory.edu/services/travel/isos.html, and if you have questions about Program benefits, please contact Global Safety and Security in Emory Global at global.safety@emory.edu.

Emory's Global Assistance Program includes:

- Emergency evacuation
- Emergency medical insurance coverage
- Emotional support services
- Medically supervised repatriation
- Companion ticket
- Additional travel and accommodation arrangements after medical evacuation
- Repatriation of mortal remains
- Return home of minor children
- Medical monitoring
- Inpatient admission and identification of receiving physician
- Emergency and routine medical advice

While traveling on Emory business, you should carry the Global Assistance Program membership card. The card and additional information about the program are provided

when a traveler enters their international travel plans into the International Travel Readiness & Information Portal (ITRIP). ITRIP enrollment is required for all faculty, staff, and students prior to booking Emory-sponsored international travel.

In the event of an emergency or to utilize any of the Emory Global Assistance Program medical or travel services, contact International SOS at + 1-800-523-6586.

To ensure a prompt response when calling, you should be prepared to provide the following:

- Your name, location, age, gender, and nationality
- Your membership number: **11BYSG000003** (this is the Emory University membership number and is the same for all Emory travelers)
- The telephone number from which you are calling (in case you are disconnected)
- Your relationship to the Emory University student, faculty or staff member (if you are not the student, faculty or staff member experiencing the emergency)
- Name, location and telephone number of the hospital, clinic or treating doctor (when applicable)

Medical Care Coverage

Faculty, staff, and students on Emory-sponsored international travel are provided emergency medical, security, and natural disaster evacuation services as well as emergency medical insurance through Emory's Global Assistance Program.

This emergency medical insurance is offered by Emory University where services and coordination of benefits are initiated by contacting International SOS. A separate medical card is not needed for proof of coverage, only your membership number **#11BYSG000003.**

For all medical incidents, please ensure International SOS is contacted immediately.

Travelers should maintain their primary health insurance policy while traveling, in addition to being familiar with its global benefits and coverage for care outside the US. Learn more about international coverage for the Emory health plans here.

View the details of Emory's Global Assistance Program here.

In all cases, if you are covered by Emory's medical plan:

- It is important that you are familiar with the specifics of the medical plan that you are enrolled in prior to your trip departure, to understand your potential financial responsibility.
- It is your responsibility to file a claim with Aetna for your medical expenses, regardless of how the expenses were paid. Claim forms can be found at https://www.aetna.com/
- The completed claim form along with receipts and documentation of expense or related written materials should be submitted to Aetna within 30 days.
- Drug claims should be submitted to Express Scripts.
- All claims must be submitted within one year of the date of the expense to be considered for reimbursement. If filed after one year, claims will not be paid.
- Manual claims processing can take up to three weeks for non-US claims.

Upon your return from travel, Emory's benefits department can assist with claims submission. Please contact your benefits specialist at **404-727-7613**.

If you are covered by the Kaiser Permanente medical plan:

- It is important that you are familiar with the specifics of the medical plan that you are enrolled in prior to your trip departure, to understand your potential financial responsibility.
- It is your responsibility to file a claim with Kaiser Permanente for your medical expenses, regardless of how the expenses were paid. Claim forms can be found via kp.org under the Coverage and Cost tab by selecting the option to submit a claim.
- All claims must be submitted within one year of the date of the expense to be considered for reimbursement. If filed after one year, claims will not be paid.
- Drug claims should be submitted to OptumRx using the available form along with the original pharmacy receipt. Credit card receipts are not considered proof of purchase. Reimbursement is not guaranteed and is subject to your plan's limits, exclusions, and provisions.

Please see Annex 1 for more detail on medical coverage while traveling.

EMORY SAFE

What is Emory SAFE?

Emory SAFE is a personal safety mobile app that Emory University is providing to all students, faculty, staff, campus visitors, and community members to download for free. The app provides a quick, convenient, and discreet way to communicate directly with Emory University safety officials, enhancing your overall safety and allowing Emory Police Department (EPD) to better protect you.

Main Features of the Emory SAFE App:

- **Emergency Guides**: All emergency guides are housed in the app and can be accessed without cellular service.
- **Report Tips**: The "Report Tips" feature allows you to send text, picture, video, and audio directly to EPD in real-time, and anonymously if you prefer. You can share information about any safety incidents or concerns, such as suspicious activity, theft, harassment, and more. You can also engage in a live chat with a safety official.
- **Emergency Contacts**: If an emergency occurs on or near campus, using the Emergency Contacts screen to call or message EPD can reduce the response time. Enable location tracking so safety officials can locate you and respond quicker.
- **FriendWalk**: Get from place to place safely by using FriendWalk to invite your contacts to "virtually escort" you, allowing them to follow your location on a map as they chat with you. You can request to virtually escort others as well, and in the event of an emergency, easily contact EPD.
- **Receive Alerts**: Ensure your push notifications are enabled both in the app and in your phone settings to stay up to date by receiving important safety notifications and emergency alerts.
- **Resources**: Access important safety information such as emergency procedures, student and faculty/staff health & wellness resources, sexual assault assistance resources, and more.

Steps to Download Emory SAFE

Download "Emory SAFE" from the App Store or Google Play (Enable location services and push notifications when prompted). iPhones and Androids will automatically offload unused apps if the "Offload Unused Apps" and "Auto-Archiving" setting is not disabled, respectively. To prevent the EmorySafe App from being offloaded, disable this setting and open the app weekly.

MEDICAL EMERGENCIES

Call Emory Police 404-727-6111 or 911

- Give your location and a description of the incident
- Identify the type of injury or illness and the number of people involved
- Please remain on the phone until the dispatcher disconnects the call
- Have someone wait for emergency personnel to direct them to the person in need of medical aid

Do not move the patient unless it is unsafe for them to stay in the area.

Getting medical help right away for someone who is having a medical emergency can save their life.

According to the American College of Emergency Physicians, the following are some warning signs of a medical emergency.

- Bleeding that will not stop (refer to the ***Severe Bleeding*** section for more info)
- Breathing problems (difficulty breathing, shortness of breath)
- Change in mental status (unusual behavior, confusion, difficulty arousing)
- Chest pain/pressure
- Choking
- Coughing up or vomiting blood
- Fainting or loss of consciousness
- Feeling of committing suicide (refer to the ***Mental Health Emergencies*** section for more info)
- Head or spine injury
- Severe or persistent vomiting
- Sudden injuries due to accidents or burns
- Sudden, severe pain anywhere in the body
- Sudden dizziness, weakness or change in vision
- Swallowing a poisonous substance
- Severe abdominal pain or pressure

MEDICAL EMERGENCIES – CARDIAC ARREST

Heart attack, drowning, electric shock, and other medical problems may cause a person's heart to stop pumping blood. This is called a sudden cardiac arrest.

Signs and Symptoms of a Cardiac Arrest:

- Unresponsive
- Not breathing normally

The nearest witness to the event should call Emory Police at **404-727-6111** **or** **911** and notify them of the problem. It is important to note that the AED may be used by any person, trained or untrained in its use, who in good faith renders emergency care to the victim according to Georgia's Good Samaritan law.

If the person is not responsive and is not breathing normally:

- Initiate chest compressions as soon as possible by placing hands on the center of patient's chest and pumping hard and fast (approximately 100-120 beats per minute).
- Obtain the AED, turn on the device by opening the cover and follow instructions provided by the device.
- Designate an individual to meet the responding EMS unit outside the building on the street in order to facilitate the most direct route to the patient
- Continue chest compressions and use of the AED until assistance arrives or the patient regains consciousness.
- Follow the instructions of arriving EMS personnel and assist them per their directions.

MEDICAL EMERGENCIES – OPIOID OVERDOSE

DON'T WAIT – Call Emory Police 404-727-6111 or 911 IMMEDIATELY.

If someone is suffering from an alcohol or drug overdose, **Call Emory Police 404-727-6111 (on campus) or 911 IMMEDIATELY.**

In the event of an opioid overdose, there is a medication, naloxone (Narcan), that can temporarily reverse the overdose and restore breathing if administered quickly. Patients who receive naloxone (Narcan) for an opioid overdose are strongly encouraged to seek medical care at the local emergency department, as the effects of naloxone may be temporary. Emory Police and Emory EMS carry Narcan and are trained to use it.

Georgia's Good Samaritan laws protect the victim and the person calling for help from drug possession charges.

Opioids include prescription medications as well as illegal drugs (oxycodone, hydrocodone, fentanyl, heroin, etc.).

For More Information: https://www.cdc.gov/overdose-prevention/prevention/index.html

MEDICAL EMERGENCIES – SEVERE BLEEDING

Call Emory Police 404-727-6111 or 911

- Give your location and a description of the incident
- Identify the type of injury or illness and the number of people involved
- Please remain on the phone until the dispatcher disconnects the call
- Have someone wait for emergency personnel to direct them to the person in need of medical aid

Bleeding Control Kit

Obtain a Bleeding Control Kit from the closest AED cabinet. Open the kit and follow the directions.

Ensure Your Safety

- Before you offer any help, you must ensure your own safety.
- If you become injured, you will not be able to help the victim.
- Provide care to the injured person if the scene is safe for you to do so.
- If at any time, your safety is threatened, attempt to remove yourself (and the victim, if possible) from danger and find a safe location.
- Protect yourself from blood-borne infections by wearing gloves, if available.

Look for Life-Threatening Bleeding

- Find the source of bleeding.
- Open or remove the clothing over the wound so you can clearly see it. By removing clothing, you will be able to see injuries that may have been hidden or covered.
    - Blood that is spurting out of the wound
    - Blood that won't stop coming out of the wound
    - Blood that is pooling on the ground
    - Clothing that is soaked with blood
    - Bandages that are soaked with blood
    - Loss of all or part of an arm or leg
    - Bleeding in a victim who is confused or unconscious

Compress and Control

There are several methods that can be used to stop bleeding, and they all have one thing in common – compressing a bleeding blood vessel in order to stop the bleeding.

To apply direct pressure on the wound:

1. Cover the wound with gauze or a clean cloth and apply pressure by pushing directly on it with both hands.
2. Hold pressure to stop bleeding.
3. Continue pressure until relieved by medical responders.

For life-threatening bleeding from an arm or leg and a tourniquet is available, apply the tourniquet:

1. Wrap the tourniquet around the bleeding arm or leg about 2 or 3 inches above the bleeding site. Be sure NOT to place the tourniquet onto a joint – go above the joint if necessary.
2. Pull the free end of the tourniquet to make it as tight as possible and secure the free end.
3. Twist or wind the windlass to keep the tourniquet tight.
4. Note the time the tourniquet was applied. Care for the person until medical responders arrive.

NOTE: *A tourniquet will cause pain, but it is necessary to stop life-threatening bleeding.*

Instructions have been taken from guidance from The American College of Surgeons Stop the Bleed program website. For more information, please visit **Stop the Bleed.**

MENTAL HEALTH EMERGENCIES

What is a Mental Health Crisis?

In a mental health crisis, a person's usual coping style may be overwhelmed. As a result, the person may become disoriented, nonfunctional, or attempt harm to self or others. All suicide threats or attempts should be reported to the Emory Police so that proper procedures may be followed to ensure the safety of those involved.

Tips for Recognizing a Mental Health Crisis

- Highly disruptive behavior (physical or verbal aggression)
- Overt suicidal threats (written or verbal)
- Homicidal threats (written, verbal, or history of violence)
- Inability to communicate (incoherent, garbled, or slurred)
- Loss of contact with reality (hallucinations)

In the Event of a Mental Health Crisis

- Never try to handle a situation that you feel is dangerous. Show concern and maintain a safe distance.
- For life-threatening emergencies, call the Emory Police Department at 404-727-6111 or 911.
- Clearly state that you need immediate assistance, give your name, your location, and the area involved. Be prepared to provide information regarding the individual involved and the specific behavior you have observed.

Mental Health Crisis Contacts

For additional services, contact one of the following resources:

- Counseling and Psychological Services (CAPS) provides students with confidential assistance 24 hours a day, 7 days a week, year-round. Call 404-727-7450 (press "1" when prompted) to speak with a mental health professional to identify needs, get support, and help develop a plan for next steps.
- Student Intervention Services can be reached by calling Emory Police at 404-727-6111
- Students may call the Emory Help line at 404-727-HELP (4357) seven days a week, 9:00 p.m. to midnight.
- Emory University Student Health Services on-call physician at 404-727-7551 and press "0"

- Faculty and staff may call Faculty Support Assistance Program (FSAP) on-call service at 404-727- WELL (9355). When you reach the automated attendant, press "2".

SITUATIONAL AWARENESS

What is Situational Awareness?

Perception of environmental elements and events, the understanding of their meaning, and the anticipation of their future status.

It takes the average person 2 to 5 seconds to see and understand a situation.

Situational Awareness includes 3 elements:

- Perception – any potential threats, suspicious behavior, or safety hazards
- Assessment – analyze the situation and response options
- Response – taking action to reduce risk

Situational awareness factors to assess in any location:

- Potential hazards
- Evacuation maps and exits
- Lifesaving resources (AEDs, Stop the Bleed Kits, First Aid Kits, fire extinguisher)
- Severe weather refuge areas (interior rooms without windows)
- Potential communication resources (blue light phones)

Tips for optimal observation:

- Don't just observe your level. Scan your surroundings in three levels: at eye level, above, and below.
- Ensure you are as aware of something in the distance as you are of things in your immediate area.
- Even when working, try to regularly glance up and around for changes in the environment and people near you

SEVERE WEATHER

Watches Versus Warnings:

Watch: Severe weather is *possible*. Typically, Watches last 4-8 hours in duration and can cover multiple states. If a Watch is issued, you should prepare for a Warning.

Warning: Severe weather is imminent or occurring. Typically, Warnings last 30-60 minutes in duration. Warnings are Polygon or County specific. If a Warning is issued, you should Act Immediately.

Warnings Issued by the National Weather Service (NWS):

Dangerous Straight-Line Winds: Gusty winds associated with strong severe thunderstorms. These winds can cause significant damage and injury from loose objects and debris.

Flash Flooding: Sudden/rapid rise of water due to excessive rainfall, dam breaks, or a river rising above flood stage that typically occurs in less than 6 hours.

Lightning: Stay away from telephones, electrical appliances, and plumbing. If you can hear thunder, you are close enough to the storm to be struck by lightning. Go to a safe indoor shelter immediately.

Severe Thunderstorm: Thunderstorm consisting of Hail ≥ 1 inch and Winds ≥ 60 MPH.

Tornado: Visual confirmation or radar indication of a tornado in the area based on depth and strength of rotation seen on radar.

Emory only issues warnings for Tornado and Dangerous Straight-Line Winds.

After the Storm

Severe weather like a tornado, dangerous winds, or a severe thunderstorm may cause damage to the campus or the surrounding community. Be aware of falling debris and power line hazards. Consider notifying family and friends to assure them that you are okay and inform them of your whereabouts.

SEVERE WEATHER - DANGEROUS STRAIGHT-LINE WINDS

The National Weather Service (NWS) will issue a warning for Dangerous Straight-Line Winds when winds speeds exceed those typically associated with a severe thunderstorm.

If a Dangerous Straight-Line Winds Warning is issued that may impact Emory's campuses, the Emory emergency notification system will alert the Emory community. Monitor the Emory web page at https://www.emory.edu/ for updates and information.

If You Are Outside:

- Seek shelter immediately in an interior room with no windows on the lowest floor of a sturdy nearby building.
- If you are outside with no shelter available, lie in a nearby ditch or depression and cover your head with your hands. Watch out for flying debris. Flying debris causes most fatalities and injuries associated with straight-line winds.

If You Are in a Vehicle:

- Vehicles offer little protection. If possible, go to the lowest floor of a sturdy nearby building.
- If shelter is not available, lie in a nearby ditch or depression and cover your head with your hands.

If You Are Inside:

- Move to the lowest level of a building, in an interior room or hallway, and away from windows.

Weather conditions change rapidly; monitor the National Weather Service (NWS) or your local television and/or radio station for the most updated weather conditions including when the threat for severe weather or dangerous straight-line winds has passed the area. Emory's emergency notification system will send an alert to the community when the NWS warning has expired and an All-Clear has been issued.

After the Storm

Severe weather like dangerous straight-line winds may cause damage to the campus or the surrounding community. Be aware of falling debris and power line hazards. Consider notifying family and friends to assure them that you are okay and inform them of your whereabouts.

SEVERE WEATHER - TORNADO

Tornado Warning

A tornado has been spotted or indicated by radar in your immediate area. Action should be taken to ensure your safety.

If a Tornado Warning is issued that may impact Emory's campuses, the Emory emergency notification system will alert the community. Monitor the Emory web page at https://www.emory.edu/ for updates and information.

If You Are Outside:

- Seek shelter immediately on the lowest floor of a sturdy nearby building.
- If you are outside with no shelter available, lie in a nearby ditch or depression and cover your head with your hands. Watch out for flying debris. Flying debris causes most fatalities and injuries associated with a tornado.

If You Are in a Vehicle:

- Vehicles offer little protection. If possible, go to the lowest floor of a sturdy nearby building.
- If shelter is not available, lie in a nearby ditch or depression and cover your head with your hands.

If You Are Inside:

- Move to the lowest level of a building, in an interior room or hallway, and away from windows.

Weather conditions change rapidly. Monitor the National Weather Service (NWS) or your local television and/or radio station for the most updated weather conditions including when the threat for severe weather or tornadoes has passed the area. Emory's emergency notification system will send an alert to the community when the NWS tornado warning has expired and an All-Clear has been issued.

After the Storm

Severe weather like a tornado may cause damage to the campus or the surrounding community. Be aware of falling debris and power line hazards. Consider notifying family and friends to assure them that you are okay and inform them of your whereabouts.

SHELTER IN PLACE

"Shelter in place" is a generic term meaning stay in a safe place. If you are outside, go into the closest building to avoid possible danger. Await further instructions.

Although the basic concept of sheltering in place remains the same, there are small differences in the specific actions to be taken for different types of emergencies. Every emergency is different, so it is best to use your judgment and intuition based on the information provided and your current circumstances and location.

Outdoor Hazardous Material/Chemical Agents

In the event of a chemical accident that may be occurring outdoors, remain inside and follow instructions provided through Emory Alert. Close all doors and windows. Avoid using the elevator.

Police Emergency

During a Police Emergency, you may receive instructions to avoid the area or to shelter in place. Situations vary and guidance may change as the incident evolves. Emergency personnel on the scene may provide additional instructions when they arrive. Listen to the police and fire personnel on the scene.

STAY TUNED for More Information

While sheltering in place you can stay informed by visiting the Emory web page at www.emory.edu and monitoring for updates through Emory Alert (text and email).

How will I know the situation has been resolved?

Emory will use components of the emergency notification system (Emory Alert) to issue an All-Clear to the community when the situation has been resolved.

SUSPICIOUS PACKAGE

If you observe a suspicious package or potential hazardous device on Emory Campuses:

- Do not move or handle the object.
- Do not turn lights on or off.
- Do not use cell phone near the object.
- Move away from the area and call Emory Police **404-727-6111** or **911**
- If you are on campus, you can use the 'Report a Tip' tile via the Emory Safe App to report the hazard and include a picture.
- Advise others to stay clear of the area.

Upon receiving notification to evacuate the building, follow established building evacuation procedures. Do not open or close doors, drawers, or cabinets.

- Employees are requested to make cursory inspection of their area for suspicious objects as they evacuate and should report the location of any such suspicious objects to Emory Police.
- Be sure to alert and assist others who may not have received the alarm.
- Use stairwells when available.
- Do not turn lights on or off.
- Evacuation route maps can be found in buildings by elevators.

BEHAVIORAL THREAT ASSESSMENT MANAGEMENT TEAM

The goal of the Behavioral Threat Assessment Management Team is to preserve the safety and security of the Emory community by identifying concerns in their early phases and by working to resolve problems before they escalate.

In any situation where a person may pose an immediate risk of harm to themselves or others, please call the Emory Police at 404-727-6111 or 911.

When to Report a Concern:

Making the decision to report a potential threat can be difficult. Trust your intuition, especially when dealing with a potentially threatening situation, and report concerning behavior. Warning signs can manifest themselves in many forms: one-on-one settings, group interaction, public behavior, letters, emails, blogs, websites, social networking sites, photos, phone calls, or text messages are just some examples.

Examples of Concerning Behaviors:

- Explicit statements about harming someone
- Expressing suicidal thoughts or attempts to harm or kill oneself
- Changes in behavior, social isolation, paranoia
- Alarming changes in academic performance or coursework content that is alarming
- Unexplained or excessive absenteeism
- Increased use of alcohol or drugs
- Heightened anxiety, distress, or instability related to family/relationships/situations
- Lack of energy or chronic fatigue
- Noticeable changes in appearance or decline in personal hygiene
- Sending disturbing messages (i.e., texts, emails, or letters) to others
- Loss of job/income/relationships
- Disruptive behavior/irritability/abrasive towards others
- Symptoms of depression or severe nervousness
- Identifying with other persons who engaged in past violence toward others
- Making statements that support the use of violence to resolve issues
- Instances of stalking

The Concerning Behaviors Module provides an overview of the Behavioral Threat Assessment Management Team and the concerning behaviors that may warrant concern.

How to Report:

Reports to the Behavioral Threat Assessment Management Team can be submitted through the Public Reporting Form.

To notify the Behavioral Threat Assessment Management Team about a general concern call 833.442.2369 or email the team at **threatassessment@emory.edu.**

Note: The voicemail for 833.442.2369 is checked once a day, Monday through Friday, and is not intended for emergencies. The email threatassessment@emory.edu, is not monitored 24/7. If there is an immediate threat to safety, please call Emory Police at 404.727.6111.

Additional Reporting Options:

- Student concerns: Contact the Division of Campus Life at 404-727-4364
- Faculty or staff member: Human Resources at 404-727-7611

WINTER WEATHER

Weather-Related Campus Closure

Icy conditions may lead to utility failures or traffic delays. School closure decisions will be made by 5:30 a.m.

- Call the weather closure hotline at **404-727-1234**
- Tune to your local radio and TV channel
- Check the Emory homepage at https://www.emory.edu/ for information on campus closure or delayed opening announcements.

Prepare Your Home:

- Have extra blankets, sleeping bags and warm winter coats stored.
- Make sure you have a cell phone with an emergency charging option (car, solar, hand crank, etc.) in case of a power failure.
- People who depend on electricity to operate medical equipment should have alternate arrangements in place in the event power is out for an extended period of time.
- Plan to check on elderly/disabled relatives and neighbors.
- Plan to bring pets inside.
- Make an emergency kit that includes water, non-perishable foods, flashlights, extra batteries, and first aid supplies.

Prepare Your Vehicle:

- Fully winterize your vehicle:
    - Have a mechanic check antifreeze, brakes, heater and defroster, tires, and windshield wipers to ensure they are in good shape.
    - Keep your gas tank at least half-full.
- Keep an extra emergency kit in the trunk of your car. In addition to the basic essentials, consider adding a portable cell phone charger, ice scraper, extra blanket, sand for traction and jumper cables.
- Make sure you have a cell phone with an emergency charging option (car, solar, hand crank, etc.) in case of a power failure.

Annex 1: Medical Care Coverage while Traveling Internationally

The chart below shows how your medical care will be covered while traveling internationally:

	Emergency, Urgent, Acute Care	Routine and Non-Urgent Care
Patient **is** covered by an Emory medical plan	• Contact Aetna's National Medical Excellence Unit immediately at • **877-212-8811**. Care is covered at the "in-network" level of benefits. • The employee is responsible for paying all medical expenses at the at the time they are incurred (except as noted below for business travel), as most international facilities and providers do not have contracts with Aetna for insurance payments. Claims must be filed with Aetna to seek reimbursement of covered expenses. • For work related travel, or for personal travel 7 days prior or 7 days following work-related travel: ISOS guarantees payment to the facility to secure treatment for the employee, spouse, dependent children, or life partner traveling with the employee, if approved by Emory. (*Note: the employee is still responsible for associated copayments or coinsurance for the benefits received, and claims must be filed to reimburse Emory for the guarantee payment made on the patient's behalf.*) • For personal travel not associated with business travel: Not covered by Emory's contract with ISOS. Discounted individual policies with ISOS may be purchased online or by calling **1-800-523-8662.**	• Routine/non-urgent care is generally covered at the out of network level. • The employee is responsible for paying all medical expenses at the time they are incurred, as most international facilities and providers do not have contracts with Aetna for insurance payments. Claims must be filed with Aetna to seek reimbursement of covered expenses. • ISOS does not provide payment guarantees for routine and non-urgent care.
Patient **is not** covered by an Emory medical plan	• Contact your insurance carrier immediately to determine how payments should be handled. • For work related travel, or for personal travel 7 days prior or 7 days following work-related travel: ISOS guarantees payment to the facility to secure treatment for the employee, spouse, dependent children, or life partner traveling with the employee, if approved by Emory. (*Note: the employee is still responsible for associated copayments or coinsurance for the benefits received, and claims must be filed to reimburse Emory for the guarantee payment made on the patient's behalf.)* • For personal travel not associated with business travel: Not covered by Emory's contract with ISOS. • Discounted individual policies with ISOS may be purchased online or by calling **1-800-523-8662.**	• Contact your insurance carrier to determine how payments should be handled. • ISOS does not provide payment guarantees for routine and non-urgent care.