

KNOX COLLEGE EMERGENCY PROCEDURES

EMERGENCY NUMBERS

Dial **911** to report an **IMMEDIATE EMERGENCY**

Dial 3

SHELTER IN PLACE

- Stay in the building. Close and lock all doors and windows.
- Move to an interior room or office, away from windows if possible.
- If safe to do so, turn off all fans, heating and air conditioning systems.
- Stay in place until emergency personnel notify you that it is safe to leave.

BOMB THREAT

- If it is determined that an evacuation is necessary, stay in the building.
- Do not use cell phones or radios.