



# Louisiana Tech



## Emergency Procedures

### How To Report An Emergency

- Call Campus Police @ 4018
- Say Your **Name**,
- **What** the Emergency is, and
- **Where** the Emergency is.

### In Case of Fire

- Activate nearest fire alarm or call 4018
- Please remain calm
- Walk, do not run to an exit
- Alert people in area to evacuate
  - Professors are responsible for clearing his/her classroom and directing the student to the exit.
- Evacuate to safe area or exit building through stairwell:  
**Do not use elevator**
- Close doors to confine fire
- Provide emergency personnel with any pertinent information.

### Emergency Phone Number

- University Police      257-4018