

BE PREPARED, NOT SCARED—NKU'S EMERGENCY ACTION PLAN—COVID-19

Emergency evacuations may occur during the semester, be prepared. Be sure to familiarize yourself with Northern Kentucky University's [Emergency Action Plan](#) and always know at least two routes out of your building.

The Emergency Action Plan includes information on how to respond to emergencies on campus. Discussion related to emergency response is strongly encouraged at the department level.

To protect yourself and others from COVID-19. Please employ the following recommendations help ensure safe evacuation;

- Have your facial covering available for use during an emergency. You can accomplish this by placing it on a hook or table near the exit so that it can be donned quickly as you leave your office or residence.
- Maintain [social distancing](#) as you leave the building when possible.
- When you reach the [evacuation collection area](#) it is essential to maintain social distancing (at least 6ft).

Evacuation is required:

- Any time the fire alarm sounds,
- An evacuation announcement is made, or
- A university official orders you to evacuate.

In the event of an evacuation:

- Alert those around you who might not have heard.
- Turn off equipment and secure hazardous operations if possible.
- Put on your facial covering and, if it is safe to do so, take your keys, jackets, and any personal items with you, as you may not have access to them for hours or longer.
- Close doors and windows. Leave room lights on.
- Remain calm and walk to nearest exit. Do NOT use elevators.

If you are unable to leave the building due to a physical disability:

- Go to the nearest area where there are no hazards.
- Use a telephone to call 911.
- Be sure to give them the nearest room number so they can send help to you.
- If possible, signal out the window to on-site emergency responders.
- One person may remain with you if they wish to assist you.

Do not re-enter until given an "all clear" signal by emergency personnel.