



HOBART AND WILLIAM SMITH  
COLLEGES

## Emergency Action Plan (EAP) EXPLOSION

### 1. TAKE COVER

In the event of a building explosion, take the following actions:

- Immediately take cover under tables, desks and other objects, which will give protection against falling/flying glass or debris.

### 2. NOTIFICATION

- After the initial effects of the explosion and/or fire have subsided, notify Campus Safety at ext. 3333 or (315) 781-3333. Give your name and describe the location and nature of the emergency. Be sure to notify Campus Safety of any special hazards, such as gas leaks and power failures.

### 3. EVACUATION

- If the explosion threatens you and other building occupants, or if you are instructed to do so, evacuate the building if it is safe to do so.
- Remain calm and do not panic.
- As you evacuate, activate the building's fire alarm pull station to signal that an emergency exists.
- Assist special needs individuals in exiting the building.
  - Remember that elevators are reserved for handicapped and special needs persons during evacuations.
- Proceed to the building's evacuation meeting point. This location is listed on the evacuation floor plans posted near each building exit.
  - If the emergency is impacting your building's evacuation meeting point, or if you are instructed to do so by college authorities or first responders, proceed to the alternate primary or secondary assembly area and await further directions from officials.

*Note: The exact locations of the alternate or secondary sites may differ based upon the nature of the emergency. You will be instructed where these are located by officials during the evacuation process.*

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#### EAP-Explosion

HWS Campus Safety emergency line-dial ext. 3333 from any on-campus phone  
From cell phone while on campus-dial (315) 781-3333  
Off campus-dial 911

**IMPORTANT—DO NOT RETURN TO AN EVACUATED BUILDING until and unless told to do so by authorized HWS officials.**

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