



# EMERGENCY INFORMATION BOTSFORD/SWINFORD

The information provided below is organized to inform and prepare residents about different emergency response procedures should an emergency occur in their building. Hall staff is available to answer questions about these procedures.

## Notification

When a situation occurs on campus that involves a potential threat to the safety and security of students living in the residence halls, Ball State's Crisis Management Team will send a text message to students who have registered for this service.

**Register today at [bsu.edu/emergencytext](https://bsu.edu/emergencytext).**

## Severe Weather

In the event of a tornado warning, weather sirens will sound on campus. Proceed quickly to the lowest level possible in the building and to a location in the center of the building with no windows, as noted below. Please remain in this location until hall staff or other emergency personnel give clearance to return to normal activity. (Note: The weather sirens are tested on Fridays at 11 a.m.)

**Locations fitting this criteria include the first floor restrooms and first floor center hallways with no windows.**

## Other Notifications

Incidents that may compromise your safety and security related specifically to your hall (thefts, water outages, etc.) may be sent to your Ball State email address by the Housing and Residence Life staff. Please make sure to check your BSU email account on a routine basis to receive important information from all areas at the university.

## Evacuation

Should building evacuation be required, the fire alarm will sound or other specific instructions will be given by Ball State personnel. Proceed quickly to the nearest exit and vacate the building from the nearest exit or per other instructions given. A floor layout, including stairwell and exit locations, is located on the back of your room door. After leaving the building, check in with hall staff at the location below. Hall staff or other emergency personnel will give clearance to re-enter the building when appropriate.

**Botsford/Swinford - Students/guests gather in the H2 (blue) lot to the west of the building.**

## Intruder Alert

This building features a system that will activate when there is evidence of an intruder near or in your hall community. Instructions will be communicated through the voice feature of the alarm.



## Important Numbers

**Emergency: 911**

**University Police Department:  
765-285-1111**

**Front Desk:  
765-285-5049**