# EMERGENCY GUIDELINES

**Fire Guidelines**

1. Pull the alarm and call 9-1-1.

2. Evacuate the building utilizing the nearest safe exit.

3. Meet at the building’s designated rally site:

4. Follow the instructions of Emergency Action Team Coordinators, Police, Fire/EMS personnel.

**Persons with Disabilities:**
- **Assist** in relocating the person to the nearest safe fire rated stairwell and
- **Inform** the nearest emergency responder of their location.

**Weather Warnings**

- If a weather **warning** is issued or severe or threatening weather approaches, **SEEK SHELTER** that is safe.
  - Notification is through:
    1. Outdoor Warning Sirens or Blackboard ConnectEd messaging (SMS Text/Email).
    2. Local TV or Radio.

**Active Violence**

- 1. If the incident is occurring near you, **Secure-in-Place** in a safe space where you are.
  - 2. If you can leave, **evacuate** immediately, call 9-1-1 if you have information about the incident. Otherwise:
    - **RUN** – Plan an escape route, leave belongings behind, when safe call 911.
    - **HIDE** – Locate an interior room – lock door, block with furniture, turn off lights, silence devices, avoid windows and doors.
    - **FIGHT** – If in imminent danger - act aggressively, yell loudly, throw/use objects as weapons to incapacitate attacker.

**Hazardous Materials**

- Exit the building if advised by Emergency Personnel and seek a safe rally site upwind of the building.

**SEEK SHELTER:**

1. Close and seal all doors and windows.

2. Shut off any room air sources (vents, air conditioners, etc.).

3. Remain in the sheltered place until advised by emergency personnel it is safe to exit and be prepared to move to a different safe area or evacuate if advised.
ACTIVE SHOOTER RESPONSE

RUN
- Evacuate the area
- Have an escape route(s) in mind
- Don’t worry about going into restricted areas, any exit will do
- If you can safely escape, do so quickly
- If you can help others escape, do so quietly
- Do not try to escape through the area where the active shooter may cross your path
- Leave your belongings behind
- Keep your hands visible
- Don’t give aid to wounded
- Follow police instructions

HIDE
- Get out of shooter’s view
- Provide coverage or protection if possible
- Do not trap or restrict your movement
- Lock the door
- Barricade the door (most doors open inward)
- Take a quick inventory to see what you can use to jam the door if barricading is not possible
- Turn off cell phone ringer
- Stay quiet

FIGHT
- When your options of running or hiding are gone, attacking the shooter becomes a reality
- Throw things at the shooter or use objects to disrupt or incapacitate the shooter when practical
- Pre-plan if there is more than one of you and commit to your actions
- Fight for your life – it could well come down to you or the shooter
CLASSROOM EMERGENCY GUIDELINES
BUILDING NAME: WELLS HALL
BUILDING ADDRESS: 619 RED CEDAR RD
ROOM NUMBER: A106

FOR ALL EMERGENCIES CALL 9-1-1

IF YOU ARE A VICTIM OF A CRIME OR A WITNESS TO ONE, OR IF YOU NEED TO REPORT A FIRE, MEDICAL OR OTHER EMERGENCY CALL 9-1-1.

CRIMINAL ACTIVITY THAT REPRESENTS A THREAT TO STUDENTS, EMPLOYEES OR CAMPUS VISITORS SHOULD BE REPORTED TO THE MSU POLICE IMMEDIATELY SO THAT THE UNIVERSITY MAY ISSUE A WARNING TO THE CAMPUS COMMUNITY.

ACTIVE SHOOTER SITUATION (Persons Causing Violence, Person with Weapon)

1. IF THE INCIDENT IS OCCURRING NEAR YOU AND YOU CANNOT SAFELY ESCAPE, SECURE-IN PLACE IN A SAFE SPACE WHERE YOU ARE. SILENCE PHONES, REMAIN QUIET, AND ATTEMPT TO NOTE THE ONGOING ACTIONS.
2. IF YOU CAN LEAVE, EVACUATE IMMEDIATELY CALL 9-1-1 TO REPORT THE INCIDENT. OTHERWISE:
   • RUN – Plan an escape route, leave belongings behind, when safe call 9-1-1
   • HIDES – Locate an interior room – lock doors, block with furniture, turn off lights, silence devices, and close windows & doors
   • PRINT – If in immediate danger – act aggressively, yell loudly, throw objects as weapons to incapacitate attacker

SECURE-IN-PLACE (Active Violence Incidents, Imminent Threats)

1. SEEK AREAS OF REFUGE THAT ARE SAFE (DEPENDING ON THE EMERGENCY ENCOUNTERED)
2. CLOSE DOORS AND WINDOWS IN YOUR SAFE AREA, AND SECURE THE ROOM IF YOU CAN DO SO
3. YOU MAY ARM/XAVNAR CELLULAR DEVICES IN A SILENT MODE IN ORDER TO RECEIVE EMERGENCY SMS TEXT, PHONE OR EMAIL MESSAGES FROM THE UNIVERSITY; PUT BE QUIET
4. DO NOT LET OTHERS INTO YOUR SAFE AREA (ONCE SECURED)
5. STAY IN SHELTER LOCATION UNTIL ALL CLEAR SIGNALS ARE GIVEN BY EMERGENCY PERSONNEL VIA ALERT AND NOTIFICATION SYSTEMS

EVACUATION GUIDELINES (for Fire or Other Interior Hazards)

1. PULL THE EVACUATION ALARM
2. LEAVE THE BUILDING AND CALL 9-1-1 WHEN SAFE
3. MEET AT THE BULLY Site (indicated by RED SYMBOL)
4. WAIT AT THE BULLY SITE FOR FURTHER INSTRUCTIONS
5. FOLLOW THE DIRECTIONS OF THE EMERGENCY ACTION TEAM/STAFF, POLICE OR FAcIAL PERSOnS.

GUIDELINES FOR PERSONS WITH DISABILITIES
1. APPmT THE NEAREST / SAFE SPACe
2. INFORM THE NEAREST POLICE OR FIRE PERSONNEL OF YOUR LOCATION FOR ASSISTANCE
3. DO NOT USE THE ELEVATOR
4. DISABILITIES / UNDERCARED (INDIVIDUALS) MIGHT NOT REALIZE THE EVACUATION ALARM IS SOUNDING AND MAY REQUIRE ATTENDING AND GUIDANCE TO THE EXIT AND BULLY SITE

SEEKING SHELTER GUIDELINES (For Tornado or Other Exterior Hazards)

1. IF A TORNADO WARNING IS ISSUED OR IF THREATENING WEATHER APPROACHES, YOU SHOULD SEEK SHELTER IN A STURDY STRUCTURE IMMEDIATELY
2. COVER WINDOWS AND EXPOSED STEMS
3. COVER LARGE BOBS AND CEILING AREAS
4. IF YOU ARE CAUGHT OUTSIDE, SEEK SHELTER IN A PARKING STRUCTURE, BUILDINGS OR FIND A LOW-LOVING AREA TO HIDE IN
5. STAY IN SHELTERS UNTIL GIVEN THE ALL CLEAR

HAZARDOUS MATERIAL LEAKS OR SPILLS (Chemical spills, gas leaks, etc.)

IF THE EMERGENCY REQUIRES YOU TO EVACUATE THE BUILDING:
1. LEAVE THE BUILDING
2. AWAY AT THE BULLY SITE
3. WAIT AT THE BULLY SITE FOR FURTHER INSTRUCTIONS
4. FOLLOW THE DIRECTIONS OF THE EMERGENCY ACTION TEAM/STAFF, POLICE OR FIRE PERSONNEL

IF THE EMERGENCY REQUIRES YOU TO SEEK SHELTER IN THE BUILDING:
1. CLOSE DOORS AND WINDOWS
2. SHUT OFF FANS AND AIR CONDITIONERS
3. REMAIN IN THE BUILDING UNTIL ESCALATION OF FUTURE ACTION
4. BE PREPARED TO MOVE TO A SAFE AREA OF THE BUILDING OR TO EVACUATE THE BUILDING AS DIRECTED BY RESCUE

CLASSROOM INFORMATION
ROOM CAPACITY: 25

TECHNOLOGY SUPPORT - FOR ASSISTANCE, PLEASE CALL 333-3969
Volunteers needed for 6th floor two are needed

Breanna Kornatowski has volunteers for the 2nd floor West Fee - Thank you