

# Murray State University Building Coordinator Emergency Procedures



## College Courts



# Objectives

- Provide information on emergency preparedness procedures to follow in the following events-
  - Fire
  - Tornado
  - Earthquake
  - Terrorism
  - Gunshots Heard
  - Threat of Harm



# Purpose

- Help university employees understand their role in an emergency.
- Provide information to employees on how to respond appropriately in the event of an emergency.
- Provide resources for additional information and support.

# Fire Safety Program

- Fire Prevention Programs
  - ESH Inspections
  - State Fire Marshal's Annual Inspection
  - Fire Protection Equipment Inspection, Testing and Maintenance
  - Fire Safety Training
- Fire Response
  - Fire Department Response
  - Building Evacuation

# Fire Response

- Call 911 to report fire/smoke
- Get people out of the building in the event of a fire.
  - Be aware of evacuation procedures for your building.
  - Inform emergency responders of details when they arrive.



# Fire Response

- Once outside, alert the Fire Department or Police of any information you have observed.
  - Fire
  - Smoke
  - Trapped occupants
- Account for building occupants at the designated meeting area.



# Designated Meeting Areas

- **College Courts** – Grassy area away from building
- **Elizabeth** - Grassy area between Hart & Winslow
- **Hart** - Grassy area in front of Wellness Center  
(formerly Springer)
- **Hester** - Grassy area in front of Wellness Center  
(formerly Springer)
- **Hollis Franklin** - Grassy area around Hart and Winslow

# Designated Meeting Areas

- **James Richmond** - Intramural Fields
- **Lee Clark** - Intramural Fields
- **Regents** - Grassy area beside Tennis Courts
- **White** - Parking lot south of the building



# Fire Survival

- If you are unable to exit the building
  - Call 911 and tell them where you are trapped
  - Isolate yourself from the fire and/or smoke
    - Close doors
    - Seal door with a wet cloth
  - Inform others of your location
    - Call 911 or 2222
    - Signal others from the window
      - Yell
      - Wave

# Fire Survival

- If the apartment becomes filled with smoke
  - Get low on your hands and knees and crawl.
  - Cover your face with a wet cloth.
  - Proceed to the nearest exit or place of refuge.



# Fire Extinguisher Locations

- Fire extinguishers are located in each apartment close to the kitchen area.



# Fire Extinguishers

- Class A



- Will put out fires involving ordinary combustibles

- Wood
- Paper
- Cloth
- Trash
- Plastic

- Class B



- Will put out fires involving flammable liquids

- Gas
- Grease
- Oil
- Solvents

# Fire Extinguishers

- Class C



- Suitable for use on electrical fires
  - Electric-powered tools
  - Any equipment using electricity



# Multi-Use Fire Extinguishers

- The label indicates the extinguisher is suitable for use on Class A, B and C fires.



# Fire Extinguisher Use

- To use an extinguisher, remember PASS-
  - **P**ull the pin
  - **A**im at the base of the fire
  - **S**queeze the handle or trigger
  - **S**weep back and forth



# Tornado

- Watch vs. Warning

- Watch

- A tornado is possible, but not imminent
    - Proceed with normal activity, stay alert

- Warning

- A tornado has been sighted in the area
    - Take immediate action





# Tornado Watch

- Listen to local radio or TV station
- Check weather websites for updates
- Listen for emergency notification messages



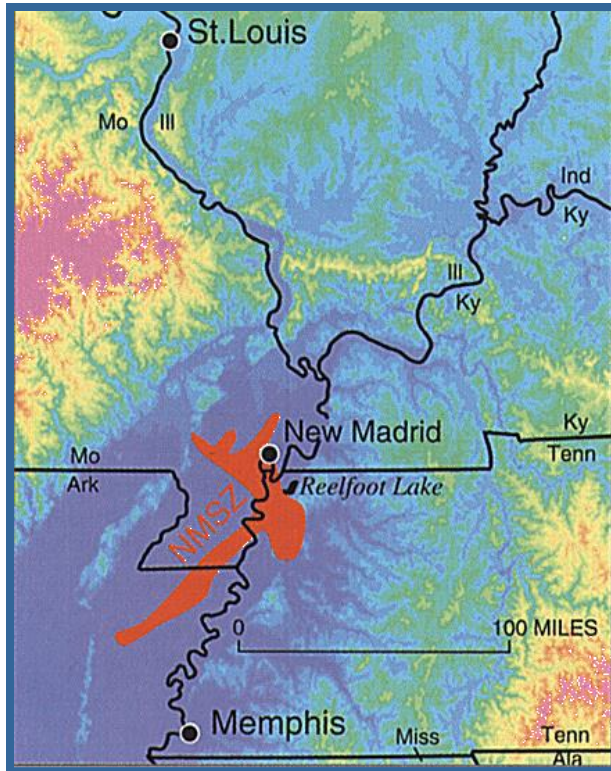
# Tornado Warning

- Move to the interior of building. Stay away from outside walls and glass, close interior doors.
- Crouch against interior wall with your head covered for best protection.
- **Lower floors with no glass hazards and basements will provide better protection.**
- If evacuating using the stairwell presents a hazard with glass, stay on the current floor and seek shelter in the interior hallway.
- Wait for the All Clear message.

# After a Tornado

- If building has significant damage, evacuate with caution once the tornado has passed.
- Watch for:
  - Broken glass and debris
  - Downed power lines
  - Falling objects
- Assist people with injuries.
- Report damage and/or injuries to 911 or 2222.

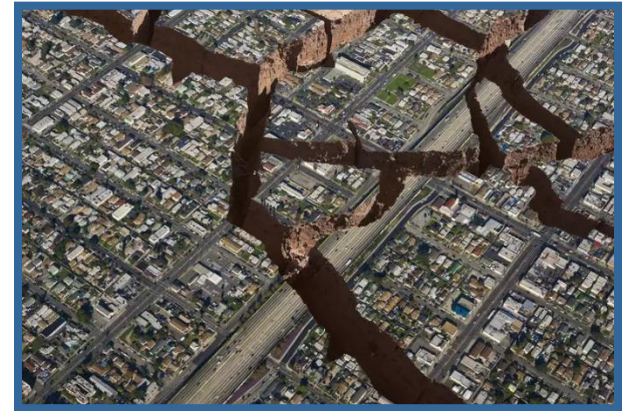
# Earthquake



- During an earthquake
  - Seek protection from falling debris, get under desk or in a doorway
  - Do not use elevators
  - If outside, move away from buildings, power lines and trees
  - Avoid open flames

# Earthquake

- After an earthquake
  - Provide assistance to others in need
  - Call 911 or 2222 to report damage and/or injuries
  - Evacuate the building, watch for hazards
  - Account for building occupants at the designated meeting area



# Terrorist Threat/Terrorism

- Always be aware of your surroundings.
- If you observe something unusual, call 911 or 2222 and report:
  - What the person(s) is/are doing
  - Where it is happening
  - Physical description of those involved
  - If weapons are involved, and what type
  - Vehicle description and direction of travel when last seen

# Terrorist Threats/Terrorism

- Toxic/Irritant Gas

- Immediately evacuate the building by pulling the fire alarm.
- Account for all building occupants at the designated meeting area.
- Call 911 or 2222 and inform them of the situation with as much detail as possible.

# Terrorist Threat/Terrorism

- Infectious Agents

- Leave the material in the same location where it was found or opened. Immediately evacuate.
- Segregate individuals who were exposed.
- Call 911 or 2222 and inform them of the situation with as much detail as possible.



# Gunshots Heard

- If you are involved in a situation where gunshots are heard:
  - Exit the building immediately.
  - Notify anyone you may encounter to exit the building immediately.
  - Call MSU Police at 911 or 2222 and provide details of the situation.

# Gunshots Heard

- If you are directly involved and exiting the building is not possible:
  - Go to the nearest room or office.
  - Close and lock or barricade the door.
  - Cover the door windows and turn off lights.
  - Keep quiet and act as if no one is in the room.
  - Do not answer the door.

# Run. Hide. Fight. Video Link

- Please click on the link below to view the short video developed by the City of Houston and the Department of Homeland Security to learn how to survive an active shooter event.
- Video link to YouTube – [Run. Hide. Fight.](#)
- *After viewing the video, please return and view the remainder of this presentation.*

# Gunshots Heard

- Call MSU Police at 911 or 2222 and tell them:
  - Your name and location
  - Number and identification of shooter(s), if known
  - Number of persons involved in situation
- Wait for emergency responders to assist you.

# Threat of Harm

- In the event of immediate danger:
  - Call MSU Police at 911 or 2222.
  - Take immediate action to move others from harms way (in the immediate vicinity of event).
  - Initiate lockdown procedures.

# Threat of Harm

- Warning Signs of Danger:
  - Possession of weapon
  - Suicide threats or statements
  - Detailed threats of violence
  - Rage for minor reasons
  - Destruction of property
  - Conflicts with peers, family or others



# Threat of Harm

- Early Warning Signs of Threat of Harm:
  - Withdrawal
  - Feelings of isolation or rejection
  - Victim of violence or bullying
  - Uncontrolled anger
  - Talk of suicide
  - Depression
  - Marked changes in appearance
  - Expressions of violence in writings or drawings
  - Distorted or bizarre thoughts or statements

# Threat of Harm

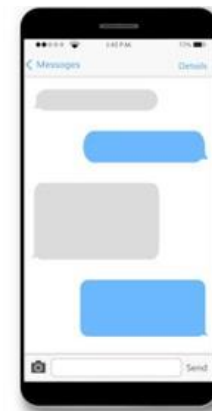
- If you become concerned that an individual may pose a risk of harming him/herself or others, call MSU Police at 2222 and give them information on the individual.





# Emergency Alert Systems

- In the event of an emergency, MSU will notify the campus community by activating the outdoor sirens and speakers, the campus (VOIP) phone system and the School Messenger text messaging alert system.
  - Tornado
  - Active shooter
  - Any emergency situation



# Emergency Phone Numbers

- Fire ..... 911
- Police ..... 911
- Medical ..... 911
- MSU Police ..... 2222
- Village Medical (on campus) ..... 3809
- Env. Safety & Health ..... 3480
- Facilities Management .... 4291

# Summary

- Careful attention to these procedures should help you to respond appropriately in the event of an emergency.
- Become familiar with the MSU Emergency Procedures Guide.
- Together we can help to ensure the safety and protection of every member of our university community.

For more information on safety and health programs at MSU, visit our website at [www.murraystate.edu](http://www.murraystate.edu)