

Murray State University Building Coordinator Emergency Procedures



Business Building



Objectives

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



Purpose

- Help Building Coordinators understand their general duties.
- 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.

Building Coordinator Responsibilities

- Communication
- Door Security
- Repair Request
- Emergency Procedures

Communication

The *Coordinator* will be responsible for facilitating communication between building occupants and disseminate information for students, faculty, staff, and visitors who are affected by conditions in the building. This information may relate to changes in building conditions; construction or renovation projects; heating, cooling and ventilation problems; utility service interruptions; fire alarm system maintenance and testing; indoor air quality; and other environmental health and safety concerns.

Door Security

Under the direction of the building's administrative or departmental management, the *Coordinator* shall determine normal opening/closing hours for the building's exterior doors and all internal doors to offices, classrooms, and laboratories. The *Building Coordinator* shall be the liaison between the building's occupants, custodial services, and university security and assist these units to ensure exterior and interior door security. The *Building Coordinator* will authorize what keys are issued to building occupants.

Repair Request

The Coordinator shall submit work orders for any repairs requested for the building

Emergency Procedures

The *Coordinator* shall assist the Environmental Safety and Health office to develop and maintain Emergency Action and Evacuation Procedures for the building, coordinate their dissemination, and schedule evacuation drills within the facility. The *Building Coordinator* shall delegate a substitute *Coordinator* in the event that the original designated *Coordinator* is not present during an emergency. As necessary, the *Building Coordinator* shall designate a responsible party to act as a floor warden to assist with the evacuation process or the duties as needed (accountability, situation report, etc). In particular, when a building alarm sounds or an evacuation is ordered, the *Building Coordinator* shall:

1. ensure, to the extent practicable, that building emergency action and safe exiting procedures are followed
2. direct evacuated building occupants to gather at designated outside safe assembly location
3. report to campus and community emergency personnel, immediately upon their arrival, the exact location of any persons who may be waiting in the building's rescue area and all other details of the emergency situation known.

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 Alarms
 - Sprinklers
 - Fire Department Response
 - Building Evacuation

Fire Response

- Get people out of the building in the event of a fire.
 - Be aware of evacuation procedures for your building.
 - Ensure occupants are out.
 - Inform emergency responders of details when they arrive.



Fire Response

- Alert others in the building
 - Pull fire alarm to alert others, Fire and Police.
 - Call 911 and give details of the situation.
 - Walk through the building and tell others of the need to evacuate.



Fire Response

- Direct individuals to exit
 - Know location of nearest exit
 - Know location of alternate exits
- Assist physically-impaired individuals
 - Ask others to help you assist
 - Shelter them in a stairwell and alert emergency responders of their location



Fire Response

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



Fire Survival

- If you are unable to exit the building
 - 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 hallway 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.



Life Safety

- Fire Alarm
- Fire Pull Station
- Fire Horn/Strobes
- Fire Doors
- Sprinkler System
- Fire Extinguishers
- Lighted Exit Signs
- Emergency Generator
- Elevator Fireman's Service



Fire Alarm Panel

- Fire alarm system will summon help when activated.
- Activation can occur by
 - Pulling a fire alarm pull station
 - Automatic activation of a smoke/heat detector
 - Sprinkler system activation



Fire Pull Station & Smoke Detectors

- Manual fire pull stations are located near exit doors.
- Pull in the event of fire or smoke to activate the fire alarm.
- Smoke detectors can be activated by smoke or dust in the area.



Fire Horn/Strobe Light



- Fire horns and strobe lights are activated when the fire alarm panel is activated.
- These devices are located in visible areas throughout the building.

Fire Doors

- Fire doors control the spread of smoke and flames to compartmentalize the fire.
- Fire doors do not work when they are propped open.



Sprinkler System

- Sprinklers are located throughout the building.
- Sprinkler heads are independently heat activated.
- All sprinkler heads do not activate at the same time.



Fire Extinguisher Locations

- Fire extinguishers are centrally located in public areas so that the distance of travel is a maximum of 75 feet between extinguishers.



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



Exit Signs

- Exit signs indicate doors that exit the building.
- Exit signs are supplied with backup power.



Emergency Generator

- Emergency generator starts automatically when there is a power disruption. It provides power for emergency and exit lighting and for the fire alarm system.

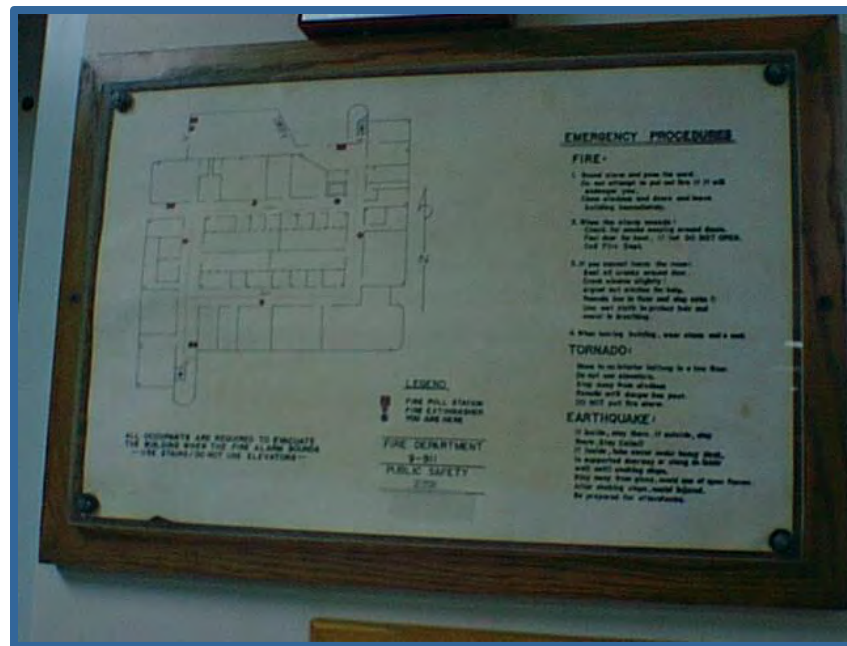


Elevator Fireman's Service

- Elevators return to an alternate floor in the event of a smoke detector activation in the elevator lobby.
- Elevators remain locked out, available only for Fire Department use during fire alarm activation.

Evacuation Charts

- Emergency evacuation charts are located on the South wall, both levels indicate alternative routes for building evacuation and emergency guidelines.



Murray Natural Gas Safety

- Leaks from a natural gas pipeline are sporadic. However, it is essential to know how to recognize the signs of a leak if one were to occur in your area. Call 270-809-2222 or 911 immediately if you:
- See: Vegetation over or near the pipeline, Which appears to be dead or dying for no apparent reason. Water bubbling at a creek, pond, river, or any wet area over or near the pipeline. Dirt flying into the air over or near the pipeline. Fire or explosion near or involving the pipeline. Exposed pipeline, possibly caused by a natural disaster, such as a flood or earthquake.
- Smell: Murray Natural Gas adds an odorant to the gas before it is delivered to your home or business. When an odorant is added, the gas may have a slight rotten egg smell. If the odorant is not added, the mixture may occasionally have a petroleum-like smell, or it may not have any detectable odor.
- Hear: A hissing, whistling, or roaring sound along or near the pipeline.

If you suspect a natural gas leak, immediately evacuate the area and contact our office at 270-809-2222 or call 911 and activate the fire alarm on the way out to notify others to evacuate.

- **Do leave** the area immediately, a minimum of 350 feet from the affected area, and warn others to stay away.
- **Do Not** move any equipment or vehicles in the area.
- **Do Not** turn on any equipment ignition or attempt to move the equipment. If the equipment is running, do not attempt to turn it off.
- **Do Not** use an open flame or bring anything into the area, like phones or lighters, that could cause the gas leak to ignite.
- **Do Not** go near the area. Maintain a minimum distance of 350 feet from the site in the affected area.

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



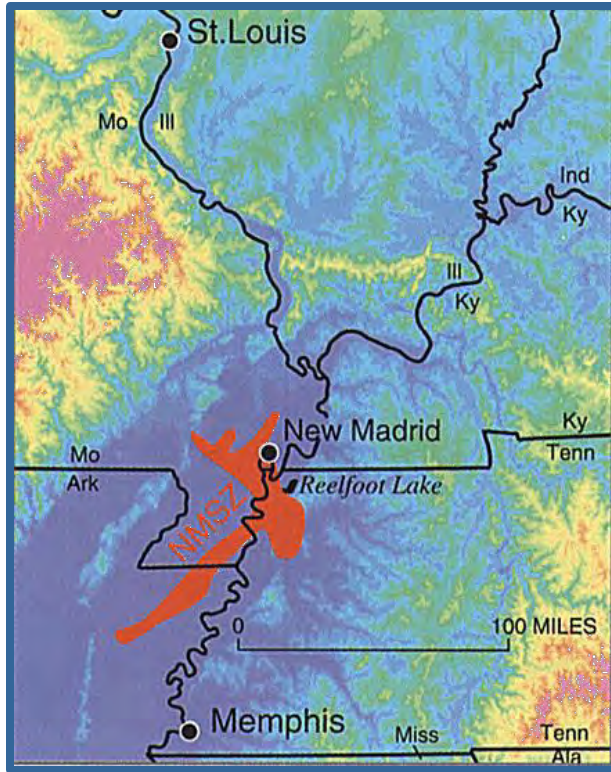
Tornado Warning

- 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.

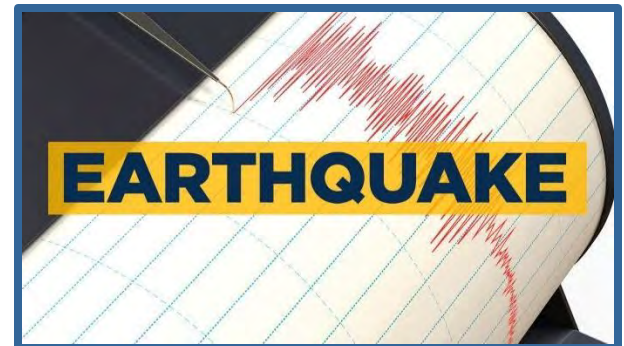
Earthquake



- 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 Management4291

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