

MIDWESTERN
STATE UNIVERSITY

Managing Your
Emergencies

**A Reference Guide
for the Campus Community**

Courtesy of the University Police Department

Building Evacuation

- 1.** Be aware of all the marked exits from your area and building and refer to the emergency evacuation posters located near the elevators.
- 2.** The evacuation alarm is a loud horn, and is the only audible alarm system used on this campus. Every alarm should be treated as an emergency.
- 3.** To activate the building alarm system, break or remove the protective cover on the fire alarm cover and pull the handle on one of the red boxes located in the hallway.
- 4.** When the building evacuation alarm is sounded or when you are ordered to leave by University Police, walk quickly to the nearest marked exit and calmly ask others to do the same.
- 5.** Assist the disabled in exiting the building, and remember that elevators are reserved for their use. If elevators are not operating, assist the disabled to the nearest stairway and notify University Police of the location.
- 6.** Building marshals will assist in evacuation of all building occupants.
- 7.** Outside, proceed to a clear area that is at least 150 feet away from the affected building. Keep walkways clear for emergency vehicles.
- 8.** To the best of your ability, and without re-entering the building, assist University Police in their attempt to determine that everyone has evacuated safely. Departments should pre-determine an assembly point to verify all occupants are safe.
- 9.** A University Police Emergency Command Post will be set up near the emergency site. Keep clear of the command post unless you have important information to report.
- 10.** Do not return to a building until University Police tell you to do so, even if the alarm has ceased.
- 11.** For a list of recommended evacuation areas, visit the University Police website at police.mwsu.edu.

Fire Emergency Procedures

Things to consider before a fire

Location of fire alarms and fire extinguishers. Familiarize yourself with the locations of all the nearest fire extinguishers and the fire alarm pull stations. Learn to use the extinguishers. At home, use smoke detectors on each floor to alert you and your family to a fire.

Chemical safety. Follow procedures established for safe handling and storage of flammable liquids and gases.

During a fire

Remain calm. Be prepared to act. Activate the nearest alarm; it will automatically alert University Police. Close the windows and doors in your work area or home. Do not lock the doors.

Personal Safety. Your life is more important than the property. If you cannot control the fire with a fire extinguisher, abandon your efforts and leave the area.

Evacuation. Turn off all equipment, take your personal belongings and proceed to the nearest exit. Before exiting a door, check the handle and door for heat. Remember, heat and smoke rise, so the best air is closest to the floor. In a smoke filled room, crawl to the exit.

Large-scale fires. Midwestern State University will never experience a wild land fire, but could encounter several buildings on fire at once. After evacuating, move far away from all structures.

If your neighborhood is involved in such a fire, gather your favorite mementos, important papers, pictures of all your property, and your pets, and follow evacuation procedures given by your county or city.

Explosion, Aircraft Crash, or Similar Accident

In the event a violent accident occurs on campus that could render a building or area unsafe, such as an explosion or aircraft crash, take the following action:

- 1.** Immediately take cover under tables, desks, and other such objects, which will give protection against glass or debris.
- 2.** After effects of the explosion have subsided, notify University Police. Give your name and describe the location and nature of the emergency.
- 3.** If necessary or directed to do so by University Police, activate the building alarm system.
- 4.** Notify your supervisor, and then evacuate the immediate area of explosion.
 - a.** Be aware of structural damage.
 - b.** Stay away from glass doors and windows.
 - c.** Do not touch or move any suspicious object.
- 5.** Assist others, especially the injured and disabled in evacuating the building. Do not move the seriously injured unless conditions so dictate.
- 6.** Building marshals will assist in evacuation of all building occupants.
- 7.** Once outside move to a clear area at least 150 feet away from the affected area. Keep walkways clear for emergency vehicles.
- 8.** To the best of your ability, and without re-entering the building, assist University Police in their attempt to determine that everyone has evacuated safely.
- 9.** A University Police Emergency Command Post will be set up near the emergency site. Keep clear of the command post unless you have important information to report.
- 10.** Do not return to a building until University Police tell you to do so, even if the alarm has ceased.

Chemical Spill

1. Any campus emergency involving the spillage of a dangerous chemical is to be reported immediately to:
 - a. University Police – ext. 4239
 - b. Physical Plant – ext. 4228
2. When reporting, be very specific about the nature of the involved material, the people exposed, and the campus location. Responding safety personnel will contact the necessary specialized authorities and medical personnel.
3. Vacate the affected area at once and seal it off to prevent further contamination of others.
4. Anyone who may be contaminated because he/she was in the immediate area affected by the spill is to avoid contact with others as much as possible, remain in the vicinity and give his/her name to responding safety personnel. Required first aid and cleanup by specialized authorities should be started at once.
5. Because of the danger involved, or if directed to do so by responding safety personnel, activate the building alarm system and follow the remaining steps.
6. Notify your supervisor, then evacuate the building by quickly walking to the nearest exit and calmly direct others to do the same. Leave all elevators for use by the disabled and assist them as much as necessary.
7. Building marshals will assist in evacuation of all building occupants.
8. Once outside, move to a clear area at least 150 feet away from the affected building. Keep all surrounding walkways clear for emergency vehicles.
9. To the best of your ability and without re-entering the building, assist responding safety personnel in their attempt to determine that everyone has evacuated safely.

A University Police Emergency Command Post will be set up near the emergency site. Keep clear of the command post unless you have important information to report.

Do not return to a building until University Police tell you to do so even if the alarm has ceased.

Radiation Incident

Any emergency involving a radiation incident (spill, injury, contamination), must be reported immediately to the University Police at ext. 4239. When reporting, be very specific about the nature of the involved material, the people exposed, and the campus location. Give a contact name and a phone number where you may be reached.

Take any steps necessary to protect human life (without severely endangering your own). Your priorities should be:

Safety of injured: Remove any injured from area with as little personal contact and spread of contamination as possible. Before transporting injured to hospital, decontaminate under direction of Radiation Safety Officer or other qualified individual. Provide emergency response personnel with as much information as possible regarding the radiation hazards.

Disaster Management: In all disasters involving unsealed sources of radiation, use procedures detailed in other sections of this chart, but treat all equipment and yourself as contaminated after you are finished.

Contamination control: Vacate the immediate area and, if possible, isolate injured and/or contaminated individuals to a secure area. Prohibit them from eating, smoking, drinking, or physical contact with others. Do not leave the area, or allow anyone to re-enter the contaminated area until instructed to do so by campus safety personnel.

Decontamination of facilities and personnel will be directed by the Radiation Safety Officer and/or other qualified personnel. Further information regarding medical treatment of individuals and decontamination techniques are available in the Radiation Safety manual.

Civil Disturbance or Demonstrations

1. Most campus demonstrations are peaceful and everyone should attempt to carry on business as normally as possible. Avoid provoking or obstructing the demonstrators.
2. Supervisors should evaluate the situation and either try to calm the disturbance, or call University Police. To avoid causing further trouble, make the call from private area.
3. A threatening disturbance should be reported immediately to University Police or use a blue emergency phone. The following action should also be taken:
 - a. Alert all employees in the area to the situation.
 - b. Lock all doors, secure all files, documents, and equipment.
 - c. If necessary, cease operations and evacuate all personnel.
 - d. Instruct all employees to contact University Police for further instructions if evacuated.

Medical and First Aid

1. In the event of a serious injury or illness on campus, immediately call University Police. Use a blue emergency phone if not within a building. Give your name, describe the nature and severity of the medical problem, and the campus location of the victim.
Note: University Police has a direct line to the paramedics. Officers are trained in CPR and First Aid.
2. Quickly perform these four steps:
 - a. Ask victim, "Are you OK?"
 - b. Check pulse and breathing and give rescue breaths or CPR if necessary.
 - c. Control serious bleeding by direct pressure and elevation of the wound.
 - d. Keep victim still and comfortable. Have them lie down if necessary.

Note: See bottom of this page for specific CPR instructions.
3. Continue to assist the victim until help arrives.
4. Determine extent of injury or probable cause of illness.
5. Protect from all disturbance, reassure the victim, and do not move unless absolutely necessary.
6. Look for emergency medical I.D., question witnesses, and give all information to University Police.
7. In case of a minor injury or illness, provide first-aid care. Find out which of your co-workers is trained in CPR and first aid. Use the first-aid materials that are available in the nearest department office. After treatment, recommend that the victim go to the Vinson Health Center or local hospital.

First-Aid Instructions

Mouth to Mouth Resuscitation

Place victim on side and remove foreign matter from mouth with finger.

Place victim on back.

Tilt victim's head back to open airway.

Close victim's nostrils with fingers.

Exhale until victim's chest expands.

Repeat every 1-2 seconds after chest deflates.

Keep trying until help arrives.

If unable to give breath, check victim for airway obstruction.

Severe Bleeding and Wounds

Apply direct pressure on wound.

Use clean cloth or hand.

Elevate body part.

Apply pressure to pressure points if necessary.

Add more cloth if blood soaks through.

Never remove bandage once applied.

Keep pressure on wound until help arrives.

Choking and Airway Obstruction

If victim is coughing, allow victim to cough up object. If unable to speak, apply abdominal thrusts (Heimlich Maneuver).

If unconscious, check victim's mouth and clear of foreign matter.

Give abdominal thrust (Heimlich Maneuver).

Continue thrusts until airway is cleared.

Burns, Thermal, and Chemical

Immerse burned area in cold water.

Flood chemical burn with cool water for 15 minutes.

Cover burn with dry bandage.

Keep victim quiet and comfortable.

Active Shooter Checklist

The following guidelines are intended to reduce your personal risk in the unlikely event that an active shooter incident should occur on campus. If you are outside a building when an event occurs, you should take immediate cover, preferably inside a building, circumstances permitting.

Secure the immediate area

- Lock and/or barricade doors
- Turn off lights
- Close blinds
- Block windows
- Turn off radios and computer monitors
- Keep occupants calm, quiet, and out of sight
- Keep yourself out of sight and take adequate cover, i.e. concrete walls, thick desks, filing cabinets (cover may protect you from bullets)
- Silence cell phones

Leaving the secured area

- Consider risks before unsecuring rooms.
- Remember, shooters will not stop until they are engaged by an outside force.
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
- Consider the safety of masses vs. the safety of a few.
- If doubt exists for the safety of the individuals inside the room, the area should remain secured.

Contacting Authorities

- Use Emergency 911
- (940) 397 4239 - University Police
- **Be aware that the 911 system will report to the Wichita Falls Police Department. Program the University Police into your cell phone.**
- Do NOT pull the fire alarm, as it might encourage others to exit into the area of danger.

What to Report

- Your specific location/building name and office/room number
- Number of people at your specific location
- Injuries and the number of injured, types of injuries
- Assailant's(s) location, number of suspects, race and gender, clothing description, physical features, types of weapons (long gun or hand gun), backpack, shooter identity if known, separate explosions from gunfire, etc.

Police Response

- Objective is to immediately engage assailant(s)
- Evacuate victims
- Facilitate follow-up medical care, interview, and counseling
- Investigation

Violent and Criminal Behavior

Everyone is asked to assist in making the campus a safe place by being alert to all suspicious situations and by reporting them as outlined below.

- 1.** If you are the victim or are involved in any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, etc., notify University Police as soon as possible and supply them with the following information:
 - a.** Nature of incident
 - b.** Campus location of incident
 - c.** Description of person(s) involved
 - d.** Description of property involved
- 2.** If you witness any on-campus violation of the law, immediately notify University Police or use a blue emergency phone and give them information outlined under number 1 above.
- 3.** Assist University Police when they arrive by supplying additional information and ask others to do the same.
- 4.** University Police will conduct the required campus search and will evacuate areas as necessary. Follow their instructions.
- 5.** Everyone is asked to report to their department office the existence of anyone loitering or soliciting on campus. These people may be asked to leave if they do not have either permission or a proper reason for being on campus. University Police are to be called if they refuse to leave when asked.
- 6.** Use the following preventive measures to minimize the risk of violence in the workplace:
 - a.** Careful and thoughtful management of people is the best tool to avoid incidents of workplace violence. Handle problems with and between employees quickly, fairly, and consistently.
 - b.** Maintain open lines of communication with employees. Keep all employees informed of pertinent workplace issues. Conduct open meetings with staff when practical. Ask your employees for safety suggestions and implement them as soon as possible.
 - c.** Lock doors that lead to nonpublic work areas. Only lock doors from the outside, so that emergency exits are not obstructed.
 - d.** Design work areas so there is a secondary escape exit.
 - e.** Provide out-placement referrals or services to employees if layoffs become necessary.
 - f.** Coordinate all phases of the termination process through the Office of Human Resources. Improperly handled terminations can cause serious humiliation and anger.
 - g.** Plan ahead and boost security prior to a visit from an individual who is a known threat.
 - h.** Establish a code work/distress signal that can be used to convey the need to summon University Police officers.
 - i.** Take all threats of violence seriously. Watch for and document the “warning signs”: unusual/suspicious behavior.

Bomb Threat

1. If you observe a suspicious object or potential bomb on campus, **Do Not Touch The Object.** Clear the area and immediately call University Police. Refer to steps 7 through 13 below for further instructions.
2. Any person receiving a phone call that a bomb or other explosive device has been placed on campus is to ask the caller:
 - a. When is the bomb going to explode?
 - b. Where is the bomb located?
 - c. What kind of bomb is it?
 - d. What does it look like?
 - e. Why did you place the bomb?
3. Keep talking to the caller as long as possible and record the following:
 - a. Time of call
 - b. Age and sex of caller
 - c. Speech pattern, accent
 - d. Emotional state
 - e. Background noises
4. Immediately notify University Police and supply them with information outlined above.
5. If the bomb threat is received by mail, do not further handle the letter, envelope, or package. Report to your supervisor, and call University Police.
6. University Police will coordinate a detailed bomb search. Employees may be requested to make a cursory inspection of their area for suspicious objects and to report the location to University Police. **Do Not Touch The Object.**
7. If an evacuation is warranted, University Police will activate the building alarm.
8. Evacuate the building by quickly walking to the nearest exit and calmly direct others to do the same. Leave all elevators for use by the disabled and assist them as necessary.
9. Building marshals will assist in evacuation of all building occupants.
10. Once outside, move to a clear area at least 150 feet away from the affected building. Keep walkways clear for emergency vehicles.
11. To the best of your ability, and without re-entering the building, assist University Police in their attempt to determine that everyone has evacuated safely.
12. A University Police Emergency Command Post will be set up near the emergency site. Keep clear of the command post unless you have important information to report.
13. Do not return to a building until University Police tell you to do so even if the alarm has ceased.

Utility Failure

1. In the event of a major building utility failure occurring during regular working hours (8 a.m. to 5 p.m., Monday through Friday), immediately notify the Physical Plant at extension 4228.
2. If there is potential danger to the building occupants, or if the utility failure occurs after hours, weekends, and holidays, notify University Police.
3. If necessary or if directed to do so by University Police, activate the building alarm system then follow steps 4 through 8 below.
4. Evacuate the building by quickly walking to the nearest exit and direct others to do the same. If operational, leave all elevators for use by the disabled and assist them as much as possible.
5. Building marshals will assist in evacuation of all building occupants.
6. Once outside, move to a clear area at least 150 feet away from the affected building. Keep all surrounding walkways clear for emergency vehicles.
7. To the best of your ability, and without re-entering the building, assist University Police in their attempt to determine that everyone has evacuated safely.
8. A University Police Emergency Command Post will be set up near the emergency vehicles. Keep clear of the command post unless you have important information to report.
9. Do not return to the building until University Police tell you to do so even if the alarm has ceased.

Electrical/Light Failure: All major campus buildings are equipped with an emergency lighting system that, within 10 seconds of electrical failure, will provide enough illumination in main corridors and stairways to safely exit. It may be advisable to your departments to have some flashlights available.

Elevator Failure: All campus elevators are equipped with emergency phones connected directly to University Police; however, if you discover an emergency (i.e., trapped occupants) involving an elevator, phone University Police immediately.

Plumbing Failure/Flooding: Cease using all electrical equipment, notify your supervisor and vacate the area. Phone Physical Plant at extension 4228.

Ventilation: If smoke or burning smells come from the ventilation system, report it to University Police and Physical Plant at extension 4228.

Reporting Emergencies

Fire-Medical-Police

1. The quickest and easiest way to obtain professional help for any type of emergency not specifically covered by these procedures is to phone University Police at 911.
2. When calling, stay calm and carefully explain the problem and location to the dispatcher. University Police dispatchers are on duty at all times. Stay on the phone until the dispatcher tells you to hang up.
3. Blue emergency phones are located throughout the campus with direct access to University Police. Look for the blue location lights.
4. Quickly notify your supervisor of the emergency and begin to take the appropriate action warranted by the situation.

KEEP YOURSELF CALM – KEEP OTHERS CALM

Wichita County Emergency Numbers

Agency	Phone number	Fax number

MSU Emergency Contact List

Name	Cell number	Home number

Medical Information

Name	Specialty	Contact information	Address

Poison Control Center (800)-876-4766