EMERGENCY PROCEDURES

TO REPORT EMERGENCIES TO UNIVERSITY POLICE

DIAL 911

FIRE
- Set off fire alarm and call 911 to report the location of fire or smoke
- Evacuate building if necessary and assist persons with disabilities
- Close doors when leaving the building
- DO NOT USE ELEVATORS
- HEAVY SMOKE, stay close to floor, air will be less toxic
- Reenter building ONLY when told “all clear”

EVACUATION INFORMATION
- Evacuate the building using the nearest exit (or alternate if nearest exit is blocked)
- Do not use elevators
- Take personal belongings (keys, purses, wallets, etc)
- Secure any hazardous materials or equipment before leaving
- Follow directions given by emergency personnel
- Assist persons with disabilities

WEATHER EMERGENCY OR WARNING
- Tune in to your local radio station or visit www.weather.com for the most up-to-date weather conditions
- Be prepared to shelter in-place until you are notified by Missouri S&T officials that it is safe to leave

TORNADO
A. Tornado Watch - Weather conditions are right for a tornado
   - Encourage occupants to remain inside
B. Tornado Warning - A tornado has been sighted
   - Stay away from windows
   - Seek refuge on lower floors (interior corridors) of buildings
   - Get under desks or tables and protect your head
   - Outdoors-seek refuge in ditches
   - Cars-evacuate car, seek refuge in ditch
   - Administer first aid to the injured

FLOODING
- Do not walk through flowing water or drive through flooded areas
- Stay away from electrical lines

SUSPICIOUS OBJECT/PACKAGE
- Do not touch or disturb the object or package
- Call 911
- Notify your supervisor

SUSPICIOUS PERSON
- Do not physically confront the person
- Do not let anyone into a locked building or office
- Do not block the person’s access to an exit and call 911
- Provide as much information as possible about the person and their direction of travel

EMERGENCY PREPAREDNESS
- Know the location of EXITS and FIRE EXTINGUISHERS
- Know evacuation procedures for your area
- Personnel working with petroleum or hazardous materials should keep spill clean-up supplies readily available
- Get an all-weather radio with battery back-up and audible alarm back-up
- Discuss preparedness plans with personnel in your area
- Call EHS at ext. 4305 for fire extinguisher training