

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

- Tornado Watch** - Weather conditions are right for a tornado
 - Encourage occupants to remain inside
- 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

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
- Know the procedures written in the Emergency Action Plan
<http://police.mst.edu/eap/index.html>

FLOODING

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