

What to do in an emergency



Campus Police-call 314-516-5155

■ Severe Weather/Natural Emergencies



Tornado

- Take shelter in safe areas of your building
- Exit gymnasiums and lecture halls, avoid glass doors and windows
- If necessary, sit or kneel on the floor under heavy furniture or against an interior wall with your hands on your head
- Do not leave your place of safety until the storm passes or you are instructed to do so
- Be prepared to change location if directed by the Building Emergency & Safety Team (BEST) Evacuation Team member or other authorities



Earthquake

- Drop to the floor, take cover under sturdy furniture or brace yourself in an interior door or hallway - hold on until shaking stops
- Cover your head with your arms
- Avoid glass or objects such as light fixtures or furniture that could fall
- Stay inside until after the shaking stops then pursue the safest evacuation route
- Be prepared to change location if directed by the BEST Evacuation Team or other authorities
- Do not enter buildings that are damaged

■ Fire/Explosion/Hazardous Material Release



- Activate the nearest fire alarm
- Evacuate the building immediately and close doors behind you
- Call Campus Police
- Do not return to the building unless you are instructed by someone in authority
- Assist or report any persons who need help evacuating
- Be prepared to change location if directed by the BEST Evacuation Team or other authorities

■ Suspicious/Criminal Activity



General

- Immediately call Campus Police
- Describe the event, location and the person(s) involved
- Do not approach or confront the person(s)



Shooter/Violence

- If you hear gunfire, leave the building and call Campus Police
- If you cannot leave, lock or barricade yourself in the nearest room - hide and be quiet
- If a violent person threatens you in your hiding area, take actions to save your life
- Follow the ALiCE training used on campus (Alert/Lockdown/Inform/Counter/Evacuate-Pro-active response options in the event of an active shooter incident)

■ Medical Incidents



- Immediately call Campus Police
- Only move the patient [an injured/ill person] if the current location places them in danger
- Stay with patient until help arrives
- Stay on phone with dispatcher until medical personnel arrive

■ Elevator Malfunction/Utility Failure



Elevator Malfunction

- If confined inside the elevator, use the emergency telephone and activate the elevator emergency bell
- If you are outside the elevator and hear the elevator emergency bell, call Campus Police
- Police dispatcher will send appropriate assistance



Utility Failure (electric, gas, water)

- Call Campus Police
- During short interruptions, remain in place unless notified to leave
- During prolonged utility failure, exit corridors and stairs while temporary emergency lights are on

■ Call Campus Police



- Call 314-516-5155 (pre-program/speed dial in your phone)
- Use Red Phones located inside buildings
- Use Blue Light Emergency Phones located outside of buildings throughout campus

■ Emergency Notification



To assure that you are notified in an emergency, verify your contact information is current:

- Students should go to myview.umsu.edu and employees should go to myhr.umsystem.edu
- Sign in, click on "Personal Information", click "UM Emergency Information"
- Enter all phone numbers and e-mail addresses where you wish information to be sent

■ ADA Assistance



- Students are encouraged to self-identify their special needs and develop a plan with University Disability Access Services
- You have the right to make your own decisions about your life-safety evacuation assistance.
- If assistance is needed during an emergency, call or ask someone to call the Campus Police.