What to do in an emergency

- **Severe Weather/Natural Emergencies**
  - **Tornado**
    - Take shelter in safe areas of your building
    - Exit stairwells or leave the building if you are not instructed to stay
    - 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 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.umsl.edu and employees should go to myhr.umslsystem.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.