



M A R S H A L L U N I V E R S I T Y  
**QUICK REFERENCE  
EMERGENCY**

***RESPONSE* FLIPCHART**

*[www.marshall.edu/emergency/](http://www.marshall.edu/emergency/)*

# INTRODUCTION

This document is designed as a quick reference to Emergency Management guidelines for Marshall University. Its intent is to provide guidance in case of emergencies or disasters. This document is not a replacement of the Emergency Management Plan. You can find the complete Emergency Management Plan at: <http://www.marshall.edu/emergency>

*Faculty, staff, and students for whom this document is provided should familiarize themselves with its content. It should be kept in an area where it can be easily accessed in case of an emergency.*

*[www.marshall.edu/emergency/](http://www.marshall.edu/emergency/)*

# INTRODUCTION

## POWER/UTILITIES LOSS

In the event of a power loss or utility failure, notify **Physical Plant** during normal work hours at **696-6680** and **MUPD** for after hours at **696-HELP (4357)** or **64357** from campus phones.

\* Critical areas must be identified when reporting this type of incident.

- If needed, move to areas of the building with emergency lighting
- It may be necessary to evacuate the building by stairwell
- If Smoke/Fire alarm sounds, immediately exit the building

\* Critical areas may be research experiments, refrigerated or air-conditioned locations or any area where a prolonged power failure could adversely affect health or property.

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## POWER/UTILITIES LOSS

# WEATHER EMERGENCY

**Under most circumstances, conditions leading to a weather emergency are predictable. In those instances when it is necessary to alter the schedule in response to weather conditions, notification for all those affected will be in the following ways:**

- Television and radio stations in Huntington and Charleston will be notified.
- Office of Communications will place the delay/closing message on the Huntington Campus on AUDIX **(304) 696-6245** and the university response number **(304) 696-3170**, and will also post information on the university's web page <http://www.marshall.edu/emergency>.

The **South Charleston** number is **(304) 746-2500**.

- **University Closed:** All classes suspended and offices closed.
- **Classes Cancelled:** All classes suspended; offices open.
- **Delay Code A:** Classes are delayed, but no delay for offices.
- **Delay Code B:** Classes and offices are delayed.

Exception with regard to employees: Certain critical emergency employees may be required to report to work on time or earlier than normally schedule despite the particular delay code publication.

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# WEATHER EMERGENCY

# TORNADO

**When a Tornado warning has been issued, you may have very little time to prepare. Students, faculty and staff should follow these procedures. If a tornado is sighted near the university Call MU Police Department (696-4357) or 64357 from campus phones.**

## **SEEK SHELTER IMMEDIATELY**

**If you are inside a building:** Go to the lowest level of the building.

Use interior hallways away from building's exterior windows as a tornado shelter

- Close all doors to rooms with exterior windows
- Stay away from windows
- Use arms to protect head and neck in “drop and tuck” position

**If there is no time to get inside:**

- Lie in a ditch or low-lying area or crouch near a strong building
- Be aware of potential for flooding
- Use arms to protect head and neck in “drop and tuck” position
- Use jacket, cap, backpack or any similar items to protect face and eyes

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# TORNADO

## CRIME IN PROGRESS

**DO NOT** get involved with trying to prevent the crime unless it is self defense. Gather as much information as possible about the criminal/crime. If you can do so safely, take time to note height, weight, sex, race, age, clothing, vehicles and if the individual is armed or not.

- Call **696-HELP (4357) or 64357** from campus phones
- Or call **911**

### **Calmly State:**

- ✓ Your Name (optional)
  - ✓ Type of Crime
  - ✓ Location of Crime
  - ✓ Your location
- 
- Be prepared to answer any questions the dispatcher may ask you.
  - If you are in a safe location, stay where you are until authorities arrive.
  - If not, keep yourself safe by staying out of the way of the crime.

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**CRIME IN PROGRESS**

# VIOLENT INCIDENTS

Violent incidents, including but not limited to: Acts of terrorism, an active shooter, assaults, or other incidents can occur on the university grounds or close proximity with little or no warning.

## Immediate Action

- **Secure/Lock or barricade your immediate area.**
  - ✓ Classroom, dorm room, office, etc. Lock/barricade the door, if able.
  - ✓ After securing the door, stay behind solid objects away from the door.
- **Protective Actions. Take appropriate steps to reduce your vulnerability.**
  - ✓ Block windows
  - ✓ Silence cell phone, radios and computer monitors
  - ✓ Place signs in exterior windows to identify your location
  - ✓ Keep calm and quiet
- **Unsecured Areas:** If you find yourself in an open area, immediately seek protection. Put something between you and the assailant.
- **Call 696-HELP (4357) or 64357** from campus phones.
- **Or call 911** operator and answer as many questions as you can.

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## FIRE AND/OR SMOKE

**If you see fire or smoke, immediately activate the nearest pull station.** (Pull stations are generally located near stairwells and exits). **Report all fire and/or smoke conditions** to the **MU Police Department** at **696-4357** or **64357** from campus phones to the **Huntington Fire Department (911)**.

**Calmly state:**

- ✓ Nature and location of fire and/or smoke
- ✓ Name and position with the university

In the case of a small fire, you may extinguish it with the nearest fire extinguisher. If you have any doubts as to whether or not you are able to contain the fire, do not attempt to do so.

**Remember To:**

- ✓ Use the proper type of extinguisher
- ✓ Fight the fire with an exit to your back
- ✓ Evacuate immediately following the Building Evacuation Plan

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**FIRE AND/OR SMOKE**

# PERSONAL INJURY

- In case of an injured person immediately call **696-HELP (4357)** or **64357** from campus phones or call **911**.

## **Calmly state:**

- ✓ Name of Caller
  - ✓ Name of Injured
  - ✓ Nature of Injury
  - ✓ Location of Injured
  - ✓ Phone number at the scene
- Listen for Instructions from the 911 dispatcher.
  - Do not move an injured person unless their life will be in danger.
  - Administer First Aid if possible to the injured person.  
If possible, ask someone to find an individual who is trained in first aid.
  - Stay with the injured person until Emergency Medical Service arrives.

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# BUILDING EVACUATION

- Evacuate the Building Immediately. Everyone **must** evacuate the building in a neat and orderly fashion. If others do not respond to the alarm or do not know of the evacuation, inform them of the need to evacuate.
- Use the stairs to evacuate the building. **DO NOT USE THE ELEVATOR.**
- Persons are to move a safe distance away from the building and out of the way of emergency personnel.
- Stay upwind from smoke or chemical clouds.
- Stay with classmates, fellow university employees, etc. so that a head count may be taken.
- Follow any further direction authorities on site might give. Do not re-enter the building unless advised it is safe to do so by the Fire Department or MU Police Department.
- Call Safety and Health at **696-HELP (4357)** or **64357** from campus phones or call **911**.

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## EXPLOSIVE DEVICE OR BOMB THREAT

- If anyone suspects an item to be a Bomb or Explosive device, **DO NOT** use radio communications or cell phones in the vicinity of suspected bombs or explosive device, immediately call MU Police Department at **696-HELP (4357)** or **64357** from campus phones or call **911**.

### **The caller must provide:**

- ✓ Name of caller
  - ✓ Description of the object and exact location
- Do not in any way touch any item or device that is suspected to be a bomb or explosive.
  - Notify your supervisor or nearest university authority (Deans, Directors, etc.)
  - Follow the instructions of your supervisor or other authority who will initiate the Building Evacuation Plan.
  - Follow any further direction authorities on site might give. Do not re-enter the building unless advised it is safe to do so by the Fire Department or MU Police Department.

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## CHEMICAL SPILL OR RELEASE

- Immediately report all spills to **MU Police Department at (304) 696-4357**, and **MU Safety and Health at (304) 696-3432**.

### **Be prepared to provide the following information:**

- ✓ Chemical Name
- ✓ Quantity Spilled
- ✓ Exact Location of the Spill

- For a spill of **less than 1 liter** of a non-toxic chemical, initiate the lab's Chemical Hygiene Plan spill cleanup procedures. Safety and Health can provide additional support if necessary.

A list of toxic chemicals is available on the Safety and Health web site:  
[www.marshall.edu/safety/](http://www.marshall.edu/safety/)

- **For a spill of a toxic chemical or of more than 1 liter of a non-toxic chemical**, quickly attempt to determine what was spilled; however, do not come into contact with the substance or inhale fumes.
- Secure and evacuate immediate area.
- If you experience eye irritation, burning lungs, or other symptoms of chemical exposure, sound the building fire alarm to notify others to evacuate the building.
- If someone has been splashed with the chemical, immediately flush the contaminated area with water and seek medical assistance if needed.
- MU Police Department, in conjunction with Safety and Health, will manage the incident and notify off-campus response units if needed.
- Building evacuees should remain at a safe distance, up wind, until the authority having jurisdiction declares the building safe to re-enter.

[www.marshall.edu/emergency/](http://www.marshall.edu/emergency/)

# IF YOU RECEIVE A SUSPICIOUS LETTER OR PACKAGE

Handle with care; **DO NOT** shake or bump the item.  
**DO NOT** open, smell, touch, or taste the item.

**Isolate the item immediately.**

Immediately notify MU Police Department at **696-HELP (4357)**  
or **64357** from campus phones.

- **THE CALLER MUST PROVIDE:**

- ✓ Name of caller
- ✓ Description of the object and exact location
- ✓ If a letter or package is open and/or a threat is identified.

- **FOR A BOMB**

- ✓ Evacuate the building immediately in a orderly fashion

- **FOR RADIOLOGICAL AGENTS**

- ✓ Limit your exposure
- ✓ Evacuate the area

- **FOR BIOLOGICAL OR CHEMICAL AGENTS**

- ✓ Isolate the area in which the item is located
- ✓ Evacuate the area
- ✓ Wash your hands with soap and water

Follow the instructions of your supervisor or other authority who will initiate the Building Evacuation Plan.

Follow any further direction authorities on site may give. Do not re-enter the building unless advised it is safe to do so by the Fire Department or MU Police Department.

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**SUSPICIOUS MAIL PACKAGE**

## DURING AN EARTHQUAKE

When you feel an earthquake, duck under a desk or sturdy table. Stay away from windows, hanging or heavy objects that could fall. Stay under cover until the shaking stops. If you find yourself in the following situations here are some tips to keep you safe.

### DO NOT USE ELEVATORS

In a **HIGH-RISE BUILDING** if you are not near a table, move against an interior wall.

**OUTDOORS** move to a clear area, away from trees, signs, buildings, electrical poles, and overhead lines.

**SIDEWALKS NEAR BUILDINGS**, duck into a doorway for protection from falling bricks, plaster, and other debris.

**DRIVING**, pull over to the side of the road and stop. Avoid overpasses, power lines, and other hazards. Stay inside the vehicle until the shaking is over.

**CROWDED STORE OR OTHER PUBLIC PLACE**, do not rush for the exits. Move away from display shelves containing objects that could fall.

**WHEELCHAIR**, stay in it. Move to cover, if possible, lock your wheels, and protect your arms.

**KITCHEN**, move away from the refrigerator, stove, and overhead cabinets.

**STADIUM OR THEATER**, stay in your seat and protect your head with your arms. Do not try to leave until the shaking is over. Then leave in a calm, orderly manner. Avoid rushing towards the exits.

### AFTER THE EARTHQUAKE

*Be prepared for aftershocks, and plan where you will take cover when they occur.*

- Assess personal injuries and/or any building damages and call **696-HELP (4357)** or **64357** from campus phones.
- Or call **911**

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