

MARSHALL UNIVERSITY

QUICK REFERENCE

EMERGENCY

***RESPONSE* FLIP CHART**

www.marshall.edu/emergency

MARSHALL UNIVERSITY



INTRODUCTION / MU ALERT

This flipchart is designed as a quick reference to emergency management guidelines for Marshall University. It is intended to provide guidance in case of emergencies or disasters. *Faculty, staff and students should familiarize themselves with the information in the flipchart*, and should keep it in an area where it can be easily accessed in case of an emergency.

This document is not a replacement for the university's official Emergency Management Plan. You can find the complete Emergency Management Plan online at www.marshall.edu/emergency.

MU ALERT

MU Alert is the university's emergency messaging system that allows university officials to quickly communicate health- and safety-related emergency information through a combination of various methods including text messages, e-mails and phone calls.

To sign up for MU Alert or to update your contact information, visit www.marshall.edu/emergency/mualert.

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POWER/UTILITIES LOSS

In the event of a power loss or utility failure, notify **Physical Plant** during normal work hours at **304-696-6680** or **MUPD** after hours at **304-696-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-RELATED CLOSINGS OR DELAY

When it is necessary to alter the university's operating schedule in response to weather conditions, every effort is made to notify everyone affected—students, faculty, staff and the general public—expeditiously and comprehensively in the following ways:

- **MU Alert** text messages, e-mails and/or phone calls
- **Local media**
- **Social media** - www.facebook.com/marshallu on Facebook and @marshallu on Twitter

Note: The **authoritatively correct statement of the university's operating status** is stipulated to be the message on the university's homepage at www.marshall.edu.

The following terminology often is used in notifications:

- **University Closed:** All classes suspended and offices closed
- **Classes Cancelled:** All classes suspended and offices open
- **Delay Code A:** Classes are delayed, but no delay in the opening of offices
- **Delay Code B:** Classes and office openings are delayed

Exceptions with regard to employees: Certain critical and emergency employees may be required to report to work on time or earlier than normally scheduled despite the particular delay code published.

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WEATHER-RELATED CLOSING OR DELAY

TORNADO

When a tornado warning has been issued, you may have very little time to prepare. If you sight a tornado near the university, call **MUPD** at **304-696-HELP (4357)/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 **MUPD** at **304-696-HELP (4357)/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

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, immediately call **MUPD** at **304-696-HELP (4357)/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 MUPD.

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EXPLOSIVE DEVICE OR BOMB THREAT

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 MUPD at 304-696-HELP (4357)/64357** from campus phones, or call **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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PERSONAL INJURY

- In case of an injured person, immediately call **MUPD** at **304-696-HELP (4357)/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 dispatcher.
 - Do not move an injured person unless their life will be in danger.
 - Administer first aid 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.**
- 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 MUPD.
- Call **MUPD** at **304-696-HELP (4357)/64357** from campus phones, or call **911**.

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BUILDING EVACUATION

ACTIVE SHOOTER

An active shooter is a person actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms. In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter.

Keep in mind there could be more than one shooter.

HOW TO RESPOND

1. Run

- Have an escape route in mind and plan ahead.
- If it is possible to flee the area safely and avoid danger, do so.
- Leave your belongings behind.
- If you are able to do so **safely**, contact **MUPD** at **304-696-HELP (4357)/64357** from campus phones, or call **911**.
- Keep your hands visible as officers respond.

2. Hide

- If escape is not possible, hide in an area out of the shooter's view.
- Block entry to your hiding place with furniture and other heavy objects.
- Turn off all lights and close and lock all windows and doors.
- Close all window blinds and curtains.
- If you are able to do so **safely**, contact **MUPD** at **304-696-HELP (4357)/64357** from campus phones, or call **911**.
- If you are able to do so **safely**, get all individuals on the floor and out of the line of fire.
- Silence your cell phones/mobile devices.
- Remain there until an "all clear" instruction is given by MUPD or other authorized personnel or via MU Alert.

3. Fight

- Fight back as a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with physical aggression and throw items at the shooter.

WHAT TO EXPECT FROM RESPONDING POLICE OFFICERS

Police officers responding to an active shooter are trained to proceed immediately to the area where shots were last heard. Their purpose is to stop the shooting as quickly as possible.

The first responding officers will normally be in teams of four (4); they may be dressed in regular patrol uniforms or they may be wearing external bulletproof vests, Kevlar helmets and other tactical equipment. The officers may be armed with rifles, shotguns or handguns and may use pepper spray or tear gas to control the situation.

Regardless of how officers appear, **REMAIN CALM**. Follow instructions the police give you. Do not be afraid of the officers. Put down any bags or packages you are carrying and **keep your hands visible at all times**; if you know where the shooter is, tell the police.

The first officers to arrive will not stop to aid injured people; rescue teams of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove the injured.

Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; police usually will not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

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CHEMICAL SPILL OR RELEASE

- Immediately report all spills to **MUPD at 304-696-HELP (4357)/64357** from campus phones and to **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.

- **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.
- MUPD, 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.

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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 MUPD at **304-696-HELP (4357)/64357** from campus phones, or call **911**.

- **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 an 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 MUPD.

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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 **MUPD** at **304-696-HELP (4357)/64357** from campus phones, or call **911**.

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