

## Emergency Management in the Instructional Setting

The faculty member or other appointed member of the faculty / staff is the person to whom students should turn for direction and leadership when emergency situations arise in the instructional setting. Please take a few minutes at the beginning of your class each semester to discuss emergency procedures with students. You will be asked to document this process using a sign off form that will be provided and can be accessed from the University's Emergency Resources web page. Attention should also be given to those **students with disabilities or special needs** that may need assistance in the event that evacuation is necessary.

A general **Emergency Evacuation Plan** has been developed for each campus building and can be accessed from the University's Emergency Resources web page. Evacuation directions may be specific to individual rooms and venues. Please explore the nearest exit route from your classroom prior to having this discussion with your students and share that specific information as you discuss emergency situations.

Evacuation is to be used in cases of fire, bomb threat, explosion, or hazardous material spill. An alarm will sound to alert occupants of a building that an emergency situation exists and they should immediately exit the building. Notice may also be given to evacuate by building supervisors or designees.

### Fire Alarms

When a fire alarm sounds, occupants should:

- Proceed immediately to an exit according to the evacuation plan or predetermined route and move a safe distance from the building. If the primary exit is blocked, choose the best alternate route. If time permits, close doors and windows behind you.
- Do not use an elevator
- If there is smoke in the area, remain close to the floor.

Before passing through any door, feel the metal doorknob. If it is hot, do not open the door. Before opening a door, brace yourself against it slightly; if heat or heavy smoke is present, close the door and stay in the room.

If you cannot leave the room:

- Open the windows.
- Seal the cracks around doors with clothing or other material, soaking it with water if possible.
- Hang an object (bed sheet, jacket, shirt, etc.) out the window to gain attention.
- Shout for help.
- If possible, **call 911** and report that you are trapped.

If all exits are found to be blocked, go to a room as far as possible from the fire, close the door, and follow the above procedures. Once in the predetermined safe distance location, the faculty member should make every effort to determine if all students have evacuated the building. Information would be reported to the appropriate emergency responder.

If you or your students discover the fire:

- Pull the nearest fire alarm and leave by the designated evacuation route.
- **Dial 911** and give you name and location of the fire. (If necessary, **dial 911** from another building or location.)

### Active Shooter

In some emergency situations, such as hearing gun fire or when in the vicinity of an active shooter, you should instruct students to **shelter in place**.

- If you hear gunfire, immediately seek refuge in an area that can be locked from the inside. A room without windows would be the best choice. Hide behind a desk, under a table or in a closet or bathroom. Remain still and quiet.
- If a phone is immediately available in the area you are using for refuge, and if it is safe to do so, call the University Police Department at 3-2035 or **911**. If it is safe to do so, stay on the phone with the police dispatcher.
- Take no action to intervene with the gunman / gunmen / shooter(s).
- Await further directions from appropriate emergency responders.

### Severe Weather Situations

If there is a **thunderstorm warning**, you should stay indoors and away from windows until the storm passes. Report injuries to 911. When calling provide the following information:

- Building name, number, and / or location
- Type of emergency
- Condition of the victim
- Any dangerous conditions

If there is a **tornado warning**, you should seek shelter in a safe haven immediately. Basements, interior hallways on the lower floors and small interior rooms on the lower floors offer the best shelter. If there are no interior hallways, avoid those areas that open to the southwest, south, or west, since that is usually the direction from which the tornado will come.

- Crouch down, cover your head, and make as small a target as possible.
- After danger has passed, immediately report any injuries to **911**.
- Immediately leave a badly damaged building and do not attempt to return to the building until directed to do so.
- Do not attempt to turn utilities or equipment on or off.

With any emergency, the best advice is to be prepared by familiarizing yourself with emergency procedures. You are directed to the Emergency Resources page of the MSU Web page at [www.moreheadstate.edu/emergency/](http://www.moreheadstate.edu/emergency/).