

Emergency Guidelines for University Groups

Building Managers & Operators



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Emergency Management

Introduction

- These are guidelines
- Ask questions
- Register for Maroon Alerts
- Visit emergency.msstate.edu for more information



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Emergency Management

Before

- Training &
- Certifications
- Policies & Procedures
- Preparation, Prevention, & Mitigation,

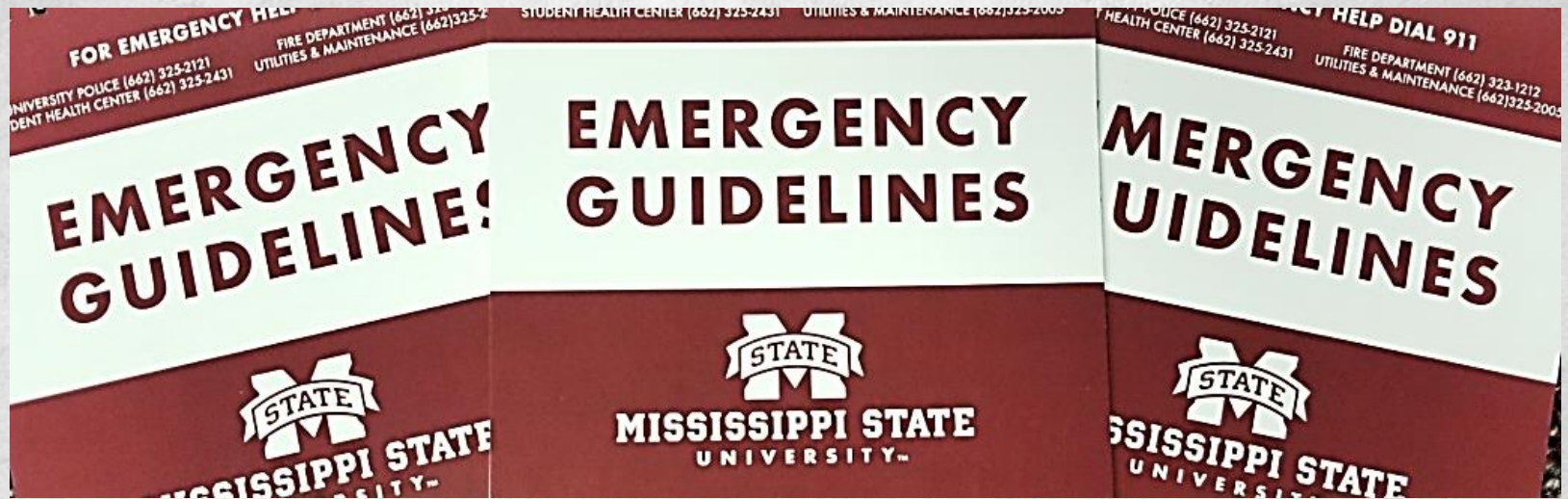
During

- Working with CAT
- Coordinating with outside agencies

After

- Assisting with recovery
- Paperwork & reports





GENERAL GUIDELINES



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General Guidelines

- In case of emergency, call 911 or 325-2121
- Remain calm and carefully explain the location and nature of the problem
- Take steps to protect yourself and others
- Register for Maroon Alert
- Many classrooms contain Emergency Guidelines Booklets
- More information is available at www.emergency.msstate.edu



Maroon Alert

- Website
 - Blue Banner
 - Yellow Banner
- Social Media
- 91.1 FM
- Sirens
- Emails
- Text Messages



Maroon Alert

- When are messages sent / posted?
- What should I do?
- What if I don't receive an alert?
- When is the emergency over?
- What if I get an alert from a friend or another source?

Are you registered for Maroon Alert?

Have you conducted a self-test?



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Emergency Guidelines Booklets

- Located in classrooms & offices
- Quick reference guide
- Will not cover every emergency in great detail
- Contact Emergency Management if you need extra copies



**SMOKE OR FIRE
EARTHQUAKE
SEVERE WEATHER / TORNADO
BOMB / SUSPICIOUS DEVICE
CIVIL UNREST / RIOTS
ACTIVE THREATS
SPECIAL ACTIONS & INFORMATION
SHELTERING
EVACUATING
LARGE-SCALE EMERGENCIES**



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SMOKE OR FIRE



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Smoke or Fire

- If it is safe to do so, pull a fire alarm station to active the alarm & call police with information
- Evacuate the building in a quick and orderly manner.
 - Consider alternate routes
 - Help individuals who may need assistance
 - Avoid using elevators
 - Close doors as you leave rooms
- Move away from the building to a regrouping location



Closing Doors



Photo Credit: Door Security and Safety Foundation (www.doorsecuritysafety.org)



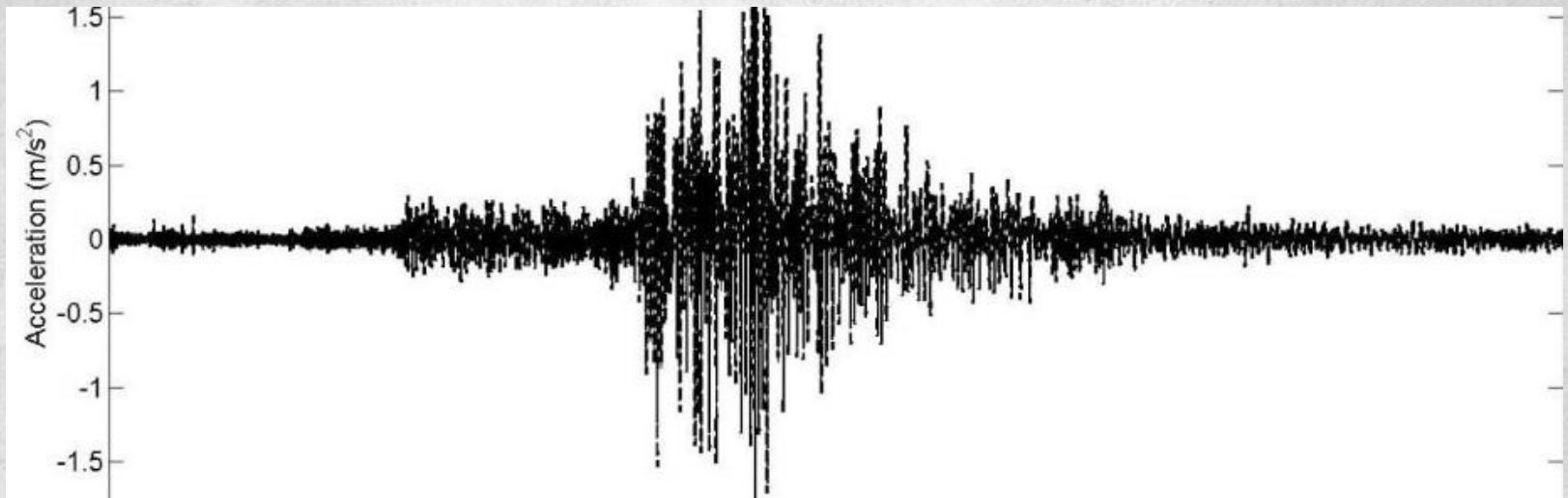
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Smoke or Fire

- Should you try to extinguish a fire or evacuate?
- Should you still evacuate even if you know the alarm was false?





EARTHQUAKE



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Earthquake Danger Zones



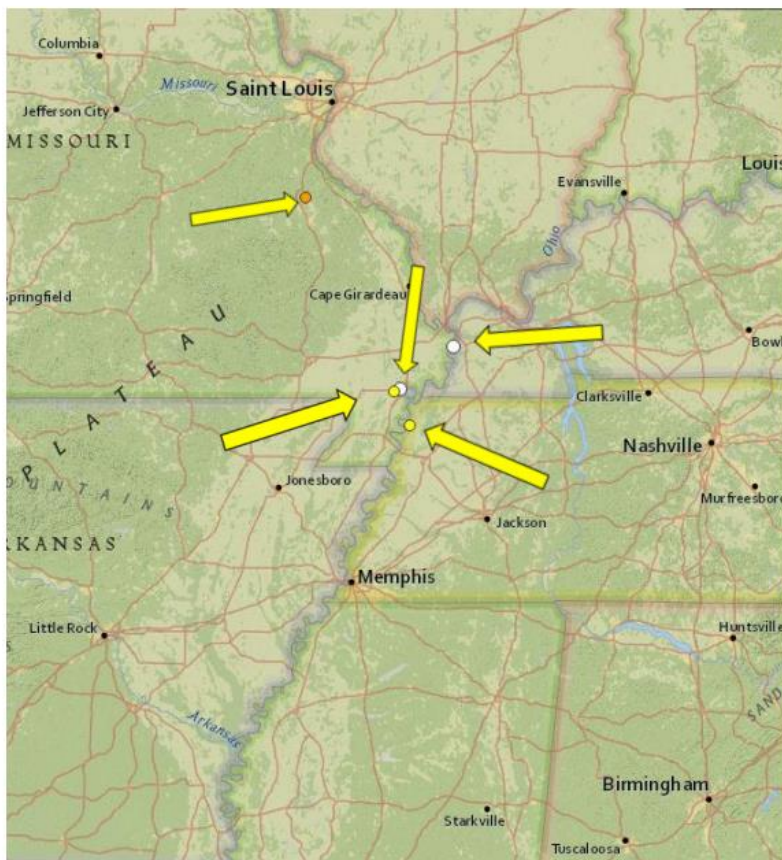


Daily Update Brief

As of 6/6/2017 9:04 PM



New Madrid Seismic Data – 30 Day Magnitude 2.5+ Update



M 2.6 - 8km ENE of Bonne Terre, Missouri
2017-06-06 11:29:47 UTC 37.947°N
90.467°W 24.5 km depth

M 2.5 - 6km SW of Lilbourn, Missouri
2017-06-04 10:40:21 UTC 36.548°N
89.656°W 8.1 km depth

M 2.7 - 4km NNW of Ridgely, Tennessee
2017-06-03 09:01:03 UTC 36.298°N
89.510°W 10.6 km depth

M 3.3 - 10km W of Bardwell, Kentucky
2017-05-16 10:21:52
UTC 36.873°N 89.122°W 9.1 km depth

M 3.0 - 6km S of Lilbourn, Missouri
2017-05-14 12:56:23 UTC 36.564°N 89.599°W
14.0 km depth

M 2.7 - 3km NW of Tiptonville, Tennessee
2017-05-06 23:39:35 UTC 36.392°N
89.506°W 8.2 km depth



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Before an Earthquake

- Secure bookshelves, mirrors, and other items that may fall
- Have a communication and reunification plan for emergencies
- Practice Drop, Cover, Hold on



Earthquake

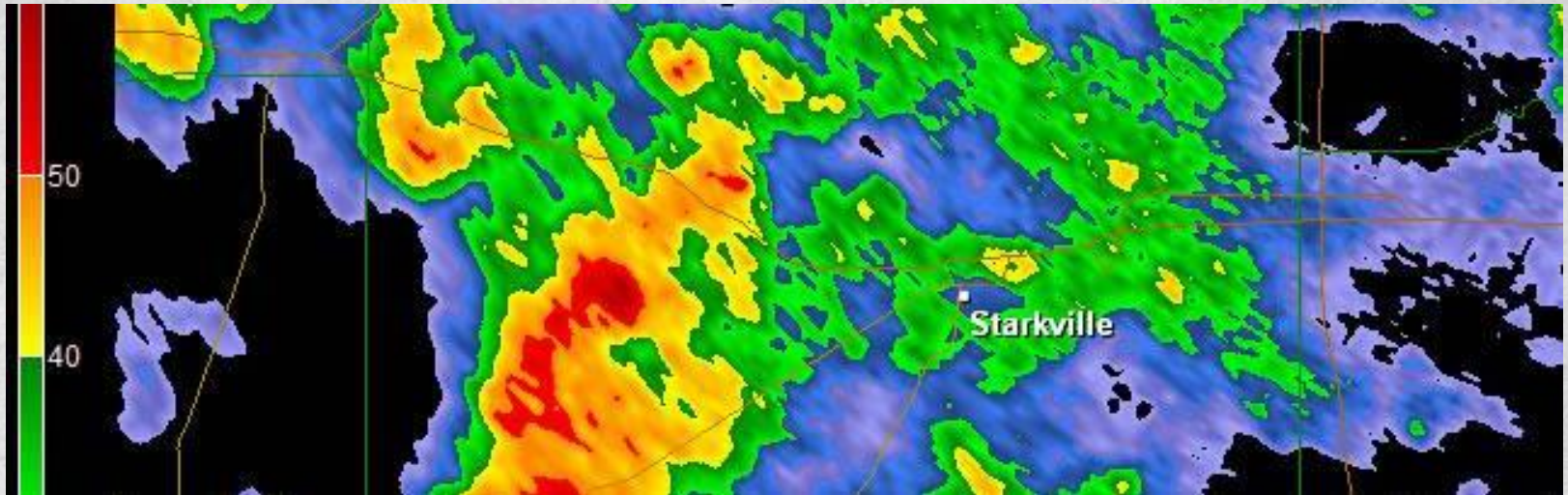
- Drop – get low to the ground
- Cover – cover your head & neck
- Hold on – hold on to an object
- If outside, move to an open space
- If driving, stop the vehicle away from buildings, poles, or overpasses. Remain in the vehicle
- Evacuate the building when it is safe to do so. Anticipate aftershocks



Earthquake

- What are some items in your home, office, or residence hall that may cause harm during an earthquake?
- Should you take shelter in a doorway or under a table?





TORNADO / SEVERE WEATHER



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Severe Weather

- **Tornado Watch** – conditions are favorable for tornados to develop
- **Tornado Warning** – A tornado has been spotted or indicated by radar
- Straight line winds may pose as much danger as a tornado. Take all warnings seriously



Severe Weather Warning

- Follow your building's plan for responding to a tornado warning
- Move to a room with few or small windows and on the lowest level
- Remain sheltered until an All Clear is issued
- Assist those in need
- Laboratories should be secured. Turn off gas burners and other equipment that could cause additional hazards
- Do not attempt to drive during dangerous conditions



Severe Weather Warning

- Where do you go during a tornado / severe weather warning?
- Would this room serve as an adequate shelter?
- Should you try to drive to your home / apartment?
- How can you stay informed about weather warnings?





BOMB THREAT



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Phoned In Threats

- Phoned in threats
 - Obtain as much information as possible from the caller. Use the Bomb Threat Information Checklist to help you.
 - Try to signal someone to call 911 while you continue taking notes.
 - Relay important information to University Police. This may include background noises, voice tone, specific wording, etc.



Suspicious Device or Substance

- If you find a suspicious device or substance, clear the area and call 911 from a safe distance.
- Do not use phone or radios near the area
- Follow instructions from police for possible evacuations

This could also include gas leaks



Bomb Threats

- How can you remember what to ask if a threat is called in?
- What do you do once the caller hangs up?
- How could you possibly recognize a suspicious device on campus?





RIOTS & CIVIL UNREST



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Riots & Civil Unrest

- Seems to be the hot topic on the news
- Can occur on any campus for a number of reasons
- Protests and free speech are protected
- Contact University Police if you have questions
- Always assume that you are being videoed





VIOLENCE & THREATS OF VIOLENCE



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Hostage Situations

- Contact the police, if possible
- Comply & avoid drastic actions
- Don't speak unless spoken to
- Position yourself away from windows & doorways
- Remain calm
- Make mental notes of the suspect(s)



Active Threats

- An Active Threat may be someone with a knife, gun, or other weapon.
- These procedures should also be used in the event of an attack by vehicle
- The person is indiscriminately attacking targets of opportunity
- Use Avoid, Deny, Defend



Avoid

- Your safest course of action is to avoid the threat. Move yourself and others to safety, but you may have to decide to leave those who will not move.
- How would you exit this room? Building?
- Do you have a secondary exit?
- Where would you go?



Deny

- If you are unable to escape to safety, you may need to lock or block yourself in a room
- Lock doors or use heavy objects to block entry
- Turn your cellphone ringer off
- Turn off lights
- Do not open the door or alert anyone of your position until a Maroon Alert All Clear has been issued or Police arrive and ask you to come out



Deny

- Where could you hide?
- How does sheltering from severe weather differ from sheltering from an attacker?
- What is the difference between concealment and cover?
- How would you lock or block a door?
- How would you know to open the door?



Defend

- As a last resort, do all you can to defend yourself against a threat.
- Coordinate with others
- Utilize objects available to you. Almost anything may be used as a weapon.
- Continue the attack until you are no longer in danger



Defend

- What is near you that you could use as a weapon?
- How can you take down an attacker?



Police Presence

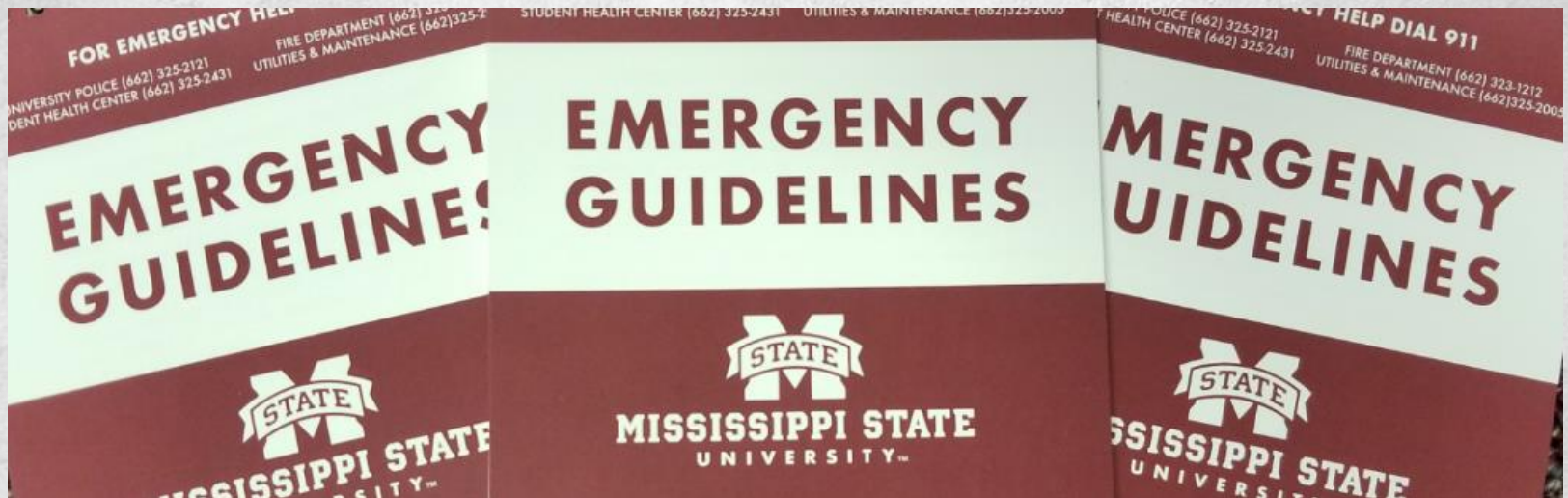
- Follow instructions from law enforcement.
- Keep hands visible and avoid sudden movements
- Do not approach law enforcement or try to stop them. They will not stop to treat injuries



Violence & Threats of Violence

- What should you do if someone near you is attacking others?
- How can you help others?
- What should you do when you see police?





EVACUATIONS



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Building Evacuations

- Have an evacuation plan
- Encourage classes and groups to stay together
- Move at least 500' from the building. Stay clear of inbound emergency vehicles
- Once your group has reached safety, check to make sure everyone made it. Report concerns to responders. Do not reenter buildings or dangerous areas.
- Do not activate fire alarms unless there is a fire



Campus Evacuations

- Be patient
- Find the fastest way off campus, even if it isn't in the direction you prefer
- Have a reunification location
- Consider walking instead of driving



Evacuations

- Where would you go to evacuate this building?
- How would you evacuate campus?
- How would you communicate to your friends/family?





PERSONS REQUIRING SPECIAL ASSISTANCE



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Special Assistance

- You may need to assist others during an emergency
- Work with others to care or relocate those who may need assistance
- Report any needs or problems to 911



Special Assistance

- Disability
- Medical conditions
- Injured
- Elderly
- Children
- Visitors



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LARGE-SCALE EMERGENCIES



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Large-Scale Emergencies

- University plans for a wide range of emergencies (Discussions, Drills, Exercises)
- University, city, county, and state work together to respond
- Every emergency is different
- Resources may be stretched. Help may be delayed



Large-Scale Emergencies

- You may have to self-help until responders arrive
- Larger emergencies may involve several dangers (e.g. earthquake causes a gas leak)
- Contact loved ones & let them know you are ok – but don't stay on your phone for long periods of time



Crisis Action Team (CAT)

- Group of professionals from across campus
- Meets regularly to practice & discuss emergency response
- Someone is always on call
- Works closely with local and state agencies
- Identifiable by yellow stripe on name badges



Special IDs



Crisis
Action
Team



First
Responder



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EMERGENCY MANAGEMENT

ADDITIONAL INFORMATION



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You Are Your Best Rescuer!

- Be aware
- Stay Calm
- Have a Plan
 - How to communicate
 - Where to go
- Be Prepared
 - Food & Water
 - Cellphone battery
 - Medications & personal items
 - Fuel in your vehicle
 - Flashlight

Follow Maroon Alert



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If you see something, say something

- Unusual items or situations
- Eliciting information
- Observation / Surveillance



Reporting Suspicious Activity:

- Who or what you saw
- When you saw it
- Where it occurred
- Why it's suspicious



How to Report

- Call 911 for an emergency or if someone is in danger
- Call 662-325-2121 to report problems to the Police
- Contact the Behavioral Intervention Team





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EMERGENCY MANAGEMENT

REVIEW



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In Review

- Plan for emergencies
 - Know what to do and where to go
- Stay calm
- Play your part
- Call 911 or 325-2121
- Stay informed with Maroon Alert





BEAPS



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Communications

- Consider how your building will communicate during a crisis
- Can you reach the leaders in your building?
- Do you have updated contact information?
- Do they know how to reach you?
- Do they know how to report a problem?



Shelter In Place

- Basic guidelines
- Shelter in place
 - Special instructions
 - Maps
- When to come out of shelter



Evacuations

- Basic guidelines
- Building evacuation
 - Special instructions
 - Maps
 - Reunification
- Campus evacuation



BEAPs

Building Emergency Action Plans

- May need to involve others in your building for development
- A template will be sent out later
- Contact me if you have questions



BEAP Considerations

- Contacts & Communications
- Expectations for employees
- Emergency procedures
- Training
- Plans & maps



Existing Plans

If your department has a plan:

- Consider updating it with the template
- Make sure it aligns with the template
- It should at least contain the information provided in the template



Training

- The previous training will be made available to university groups
- Additional trainings are available
- Contact me if you have any questions



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