

## MISSOURI STATE ALERT

Missouri State Alert is the University's mass notification system, which uses a variety of methods to contact students, faculty and staff in the event of an emergency or school closing. Depending on your subscription, the system will make contact through text messages, emails, instant messages, phone calls or pager messages.



The Missouri State Alert system will be used in the following situations:

- Immediate threat/violent situation on campus
- Security alert
- University closings, early dismissal, delayed start
- Severe weather alerts
- Other emergency situations of an extreme nature
- Periodic testing of the system

You can subscribe to Missouri State Alert at:  
[www.missouristate.edu/safetran/missouristatealert.htm](http://www.missouristate.edu/safetran/missouristatealert.htm)

*For more information regarding this publication, please contact the Office of Human Resources, Employee Development and Performance, at 836-4592/5779.*

## MY EMERGENCY RESPONSE INFORMATION:\*

**Class / Office Building Location:**

**Building Coordinator:**

Name: \_\_\_\_\_

Ext: \_\_\_\_\_

**AED Unit Location:**

**Building Evacuation Site:**

**Shelter Location:**

\* (Please refer to <http://www.missouristate.edu/safetran/> and <http://www.missouristate.edu/safetran/erp.htm> to complete your Emergency Response Information for your building)

## QUICK REFERENCE NUMBERS

Emergency.....	911
Center for Dispute Resolution .....	836-8831
Counseling and Testing Center .....	836-5116
Dean of Students .....	836-5527
Human Resources .....	836-5102
Safety Office / Police Substation .....	836-5509
Safe Walk Program .....	836-5509
Silent Witness .....	silentwitness@missouristate.edu
Taylor Health and Wellness Center .....	836-4000
Transit Operations/Parking .....	836-4825

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# Missouri State™ UNIVERSITY

## Employee Quick Reference for Emergency Response Procedures

*“Missouri State University is committed to supporting the welfare of its students, faculty, staff and visitors. Preparing a campus crisis/emergency response plan and allocating resources to respond to possible emergencies are the ways in which the University offers this support. This pamphlet serves as a quick reference for emergency response procedures and resources available to employees. The detailed plan is located at [www.missouristate.edu/safetran/erp.htm](http://www.missouristate.edu/safetran/erp.htm).”*

## When An Active Shooter Is In Your Area

1. **Evacuate:**
  - Have an escape plan
  - Leave your belongings behind
  - Keep your hands visible
2. **Hide Out:**
  - Hide in an area out of the active shooter's view
  - Block entry to your hiding place, lock the doors
  - Silence your cell phone/pager
3. **Take Action:**
  - As a last resort and only when your life is in imminent danger
  - Attempt to incapacitate the active shooter
  - Act with physical aggression and throw items at the active shooter.
4. Call 911 when it is safe to do so

## Workplace Violence/Threats/Stalking

1. Be familiar with the Missouri State University Workplace Violence Procedures.
2. Immediately report any workplace violence, threats, and stalking, to an appropriate campus authority (Safety & Transportation, immediate supervisor, department head, or the Office of Human Resources).
3. Any individual who is the victim of domestic violence, or who believes he or she may be the victim of violence, is encouraged to promptly notify an appropriate administrator and the Springfield Police Department.
4. All employees share the responsibility to report threats or acts of violence on campus to a supervisor, department head, or to Safety & Transportation.

## Utility Failure

Dial 6-5509 (Safety and Transportation) from any telephone on campus and give your name, telephone number, location and nature of the emergency.

## Medical or Other Emergency

1. Remain calm.
2. Call 911 and report your name, incident type, and incident location.
3. For injury/illness - Keep victim still, check breathing, and control bleeding
4. When police and emergency personnel arrive, give them additional information.

## Hazardous Spill

1. Warn fellow workers and supervisors.
2. Evacuate the area.
3. Notify the Hazardous Waste Coordinator (Director of Environmental Management) at 6-8334, and the Safety & Transportation Department at 6-5509.
4. Take action to contain the spill if possible, without jeopardizing personal well-being.

## Fire/Explosion

1. Remain calm.
2. Call 911 to report the fire.
3. Do not use elevators.
4. Immediately evacuate.
5. Offer to help those who need assistance.
6. Use building exits to go to assembly areas.
7. Do not return to the building until an all clear is given.

## Severe Weather/Tornado

1. Remain calm.
2. Do not use elevators.
3. Seek shelter in predetermined locations printed on Emergency Procedures posters.
4. Do not leave the shelter until an all clear is given.
5. After tornado has passed, call 911 to report injury or damage; evacuate the building if necessary.
6. Offer to help those who need assistance.
7. May be directed to relocate to a safer location after tornado has passed.
8. Do not return to vacated building until directed to do so.

## Bomb Threat

1. Immediately notify a supervisor and/or call 911.
2. Fill out the bomb threat report form and follow the instructions. Call the Safety & Transportation Department at 6-5509. The form is located on the Internet at <http://www.missouristate.edu/CampusSafety/>. Forward the information.

## Earthquake/Building Collapse

1. Remain calm.
2. Seek shelter in a doorway or under a heavy table.
3. Do not use elevators.
4. After shaking stops, evacuate the building, avoiding power lines.
5. Call 911 to report injury or damage.
6. Offer to help those who need assistance.