

## 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.*

### QUICK REFERENCE NUMBERS

Emergency.....	911
Safety Office / Police Substation .....	836-5509
Center for Dispute Resolution .....	836-8831
Counseling and Testing Center.....	836-5116
Dean of Students .....	836-5527
Human Resources .....	836-6616
Taylor Health and Wellness Center.....	836-4000
Transit Operations/Parking.....	836-4825
Silent Witness .....	silentwitness@missouristate.edu

#### Additional Information:

**Safe Walk Program:** The Safety and Transportation Department provides an on-campus walking service seven days a week during the hours of darkness. Members of the campus community may dial 836-5509 for assistance.

**Emergency Response and Safety Training Courses:** available at: [www.missouristate.edu/human/training/safety.htm](http://www.missouristate.edu/human/training/safety.htm)

#### Your Building Coordinator:

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

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

AED Unit Location: \_\_\_\_\_

<http://www.missouristate.edu/safetran/>

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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).”*

## Hostile Intruder

1. Lock students and yourself in classroom or office, if possible.
2. If possible, cover any windows or openings.
3. If communication is available, call 911.
4. Do not sound the fire alarm.
5. Turn off lights and audio equipment.
6. Try to remain as calm as possible.
7. Keep everyone together.
8. Stay out of open areas and be as quiet as possible.

## 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 the following:
  - Your name
  - Incident type
  - Incident location
  - Description of the incident
3. For injury/illness
  - Keep victim still
  - Check breathing
  - Control bleeding
4. When police and emergency personnel arrive, give them additional information and ask others to do the same.

## 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.