

# CLASSROOM EMERGENCY GUIDELINES

BUILDING NAME: WELLS HALL  
BUILDING ADDRESS: 619 RED CEDAR RD  
ROOM NUMBER: A106

## FOR ALL EMERGENCIES CALL 9-1-1

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IF YOU ARE A VICTIM OF A CRIME OR A WITNESS TO ONE, OR IF YOU NEED TO REPORT A FIRE, MEDICAL OR OTHER EMERGENCY, DIAL 9-1-1.

CRIMINAL ACTIVITY THAT REPRESENTS A THREAT TO STUDENTS, EMPLOYEES OR CAMPUS VISITORS SHOULD BE REPORTED TO THE MSU POLICE IMMEDIATELY SO THAT THE UNIVERSITY MAY ISSUE A WARNING TO THE CAMPUS COMMUNITY.

## ACTIVE SHOOTER SITUATION (Persons Causing Violence, Person with Weapon)

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1. IF THE INCIDENT IS OCCURRING NEAR YOU AND YOU CANNOT SAFELY ESCAPE, SECURE-IN-PLACE IN A SAFE SPACE WHERE YOU ARE. SILENCE PHONES, REMAIN QUIET, AND ATTEMPT TO NOTE THE OFFENDERS ACTIONS
2. IF YOU CAN LEAVE, EVACUATE IMMEDIATELY, CALL 9-1-1 TO REPORT THE INCIDENT. OTHERWISE:
  - **RUN** – PLAN AN ESCAPE ROUTE, LEAVE BELONGINGS BEHIND, WHEN SAFE CALL 911
  - **HIDE** – LOCATE AN INTERIOR ROOM – LOCK DOOR, BLOCK WITH FURNITURE, TURN OFF LIGHTS, SILENCE DEVICES, AVOID WINDOWS & DOORS
  - **FIGHT** – IF IN IMMINENT DANGER – ACT AGGRESSIVELY, YELL LOUDLY, THROW/USE OBJECTS AS WEAPONS TO INCAPACITATE ATTACKER

## SECURE-IN-PLACE (Active Violence Incidents, Imminent Threats)

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1. SEEK AREAS OF REFUGE THAT ARE SAFE DEPENDING ON THE EMERGENCY ENCOUNTERED
2. CLOSE DOORS AND WINDOWS IN YOUR SAFE AREA; AND SECURE THE ROOM IF YOU CAN DO SO
3. YOU MAY MAINTAIN CELLULAR DEVICES IN A SILENT MODE IN ORDER TO RECEIVE EMERGENCY SMS TEXT, PHONE OR EMAIL MESSAGES FROM THE UNIVERSITY, BUT BE QUIET
4. DO NOT LET OTHERS INTO YOUR SAFE AREA ONCE SECURED
5. STAY IN SHELTER LOCATION UNTIL ALL-CLEAR SIGNAL IS GIVEN BY EMERGENCY PERSONNEL VIA ALERT AND NOTIFICATION SYSTEMS

## EVACUATION GUIDELINES (For Fire or Other Interior Hazards)

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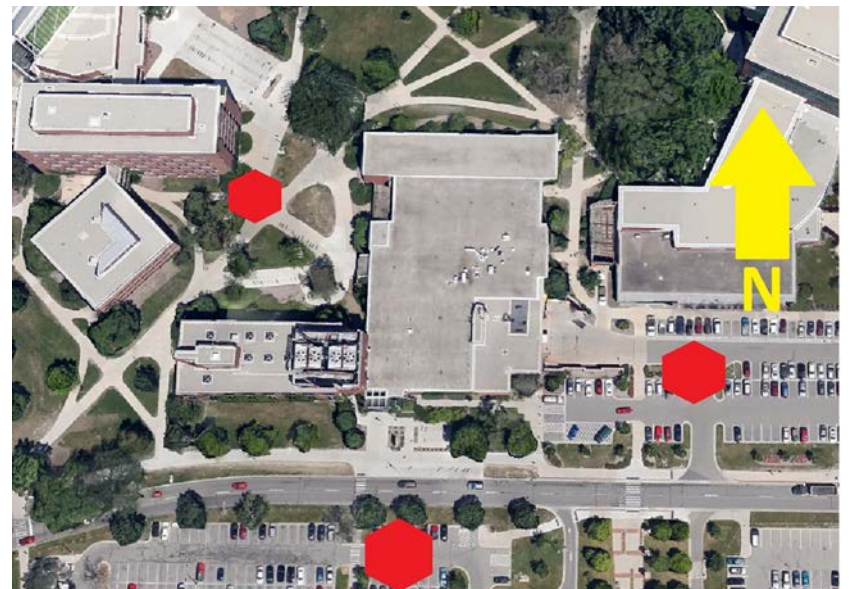
1. PULL THE EVACUATION ALARM
2. LEAVE THE BUILDING AND CALL 9-1-1 WHEN SAFE
3. MEET AT THE RALLY SITE (INDICATED BY RED SYMBOL)
4. WAIT AT THE RALLY SITE FOR FURTHER INSTRUCTIONS
5. FOLLOW THE DIRECTIONS OF EMERGENCY ACTION TEAM MEMBERS, POLICE OR FIRE PERSONNEL



### GUIDELINES FOR PERSONS WITH DISABILITIES

1. ASSIST TO THE NEAREST / SAFE STAIRWAY
2. INFORM THE NEAREST POLICE OR FIRE PERSONNEL OF THEIR LOCATION FOR ASSISTANCE
3. DO NOT USE THE ELEVATOR

DEAF / HEARING-IMPAIRED INDIVIDUALS MAY NOT REALIZE THE EVACUATION ALARM IS SOUNDING AND MAY REQUIRE ALERTING AND GUIDANCE TO THE EXIT AND RALLY SITE.



## SEEKING SHELTER GUIDELINES (For Tornado or Other Exterior Hazards)

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1. IF A TORNADO WARNING IS ISSUED OR IF THREATENING WEATHER APPROACHES, YOU SHOULD SEEK SHELTER IN A STURDY STRUCTURE IMMEDIATELY
2. AVOID WINDOWS AND EXPOSED STAIRCASES
3. AVOID LARGE ROOFS AND CEILING AREAS
4. IF YOU ARE CAUGHT OUTSIDE, SEEK SHELTER IN A PARKING STRUCTURE, BUILDING OR FIND A LOW-LYING AREA TO HIDE IN
5. STAY IN SHELTER UNTIL GIVEN THE ALL CLEAR
  - TORNADO SHELTERS ARE INDICATED ON EMERGENCY EVACUATION MAPS POSTED THROUGHOUT THE BUILDING NEAR ENTRANCES
  - TORNADO WARNINGS CAN BE DETERMINED BY THE FOLLOWING SIGNALS: WEATHER SIRENS, LOCAL TV/RADIO, ALERT NOTIFICATIONS, AND/OR PERSONAL NOTIFICATION

## HAZARDOUS MATERIAL LEAKS OR SPILLS (Chemical spills, gas leaks, etc.)

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IF THE EMERGENCY REQUIRES YOU TO EVACUATE THE BUILDING:

1. LEAVE THE BUILDING
2. MEET AT THE RALLY SITE
3. WAIT AT THE RALLY SITE FOR FURTHER INSTRUCTION
4. FOLLOW THE DIRECTIONS OF THE EMERGENCY ACTION TEAM MEMBERS, POLICE OR FIRE PERSONNEL

IF THE EMERGENCY REQUIRES YOU TO SEEK SHELTER IN THE BUILDING:

1. CLOSE ALL DOORS AND WINDOWS
2. SHUT OFF FANS AND AIR CONDITIONERS
3. REMAIN IN THE BUILDING UNTIL ADVISED OF FUTURE ACTION
4. BE PREPARED TO MOVE TO A SAFE AREA OF THE BUILDING OR TO EVACUATE THE BUILDING AS DIRECTED BY RESPONDERS

## CLASSROOM INFORMATION

ROOM CAPACITY: 25

TECHNOLOGY SUPPORT - FOR ASSISTANCE, PLEASE CALL 353-3960