

# Murray State University Building Coordinator Emergency Procedures



# Objectives

- Provide information on emergency preparedness procedures to follow in the following events-
  - Fire
  - Tornado
  - Earthquake
  - Terrorism
  - Gunshots Heard
  - Threat of Harm



# Purpose

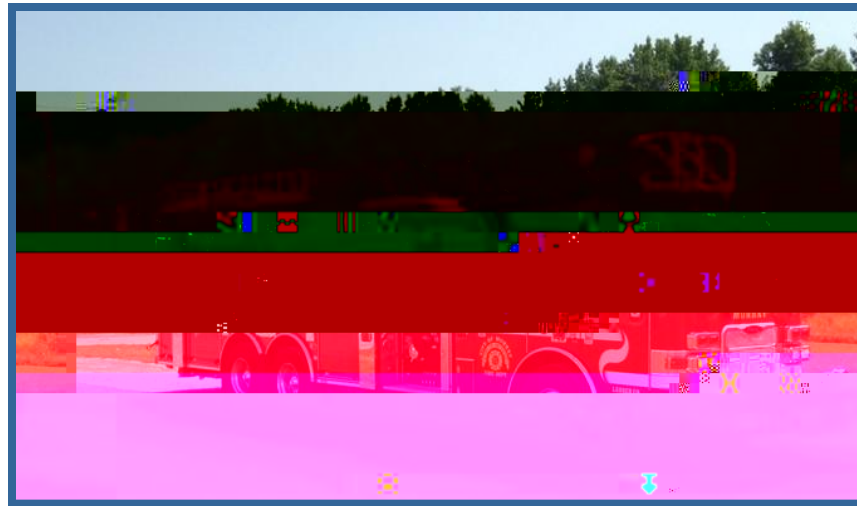
- Help university employees understand their role in an emergency.
- Provide information to employees on how to respond appropriately in the event of an emergency.
- Provide resources for additional information and support.

# Fire Safety Program

- Fire Prevention Programs
  - ESH Inspections
  - State Fire Marshal's Annual Inspection
  - Fire Protection Equipment Inspection, Testing and Maintenance
  - Fire Safety Training
- Fire Response
  - Fire Alarms
  - Sprinklers
  - Fire Department Response
  - Building Evacuation

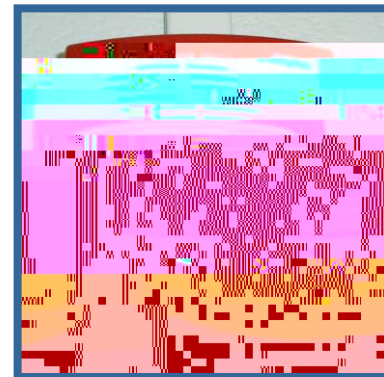
# Fire Response

- Get people out of the building in the event of a fire.
  - Be aware of evacuation procedures for your building.
  - Ensure occupants are out.
  - Inform emergency responders of details when they arrive.



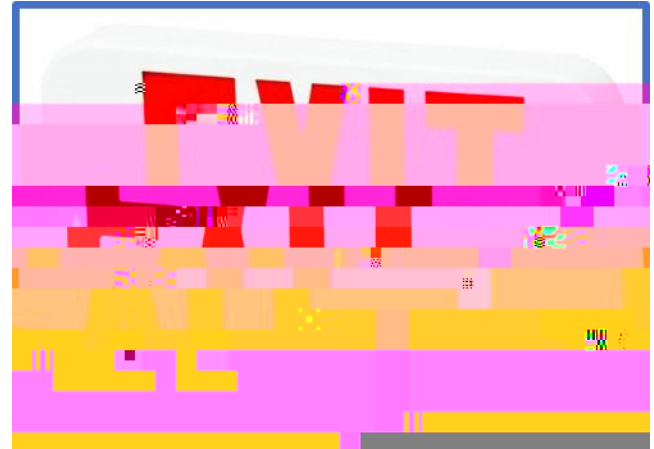
# Fire Response

- Alert others in the building
  - Pull fire alarm to alert others, Fire and Police.
  - Call 911 and give details of the situation.
  - Walk through the building and tell others of the need to evacuate.



# Fire Response

- Direct individuals to exit
  - Know location of nearest exit
  - Know location of alternate exits
- Assist physically-impaired individuals
  - Ask others to help you assist
  - Shelter them in a stairwell and alert emergency responders of their location



# Fire Response

- Once outside, alert the Fire Department of any information you have observed.
  - Fire
  - Smoke
  - Trapped occupants

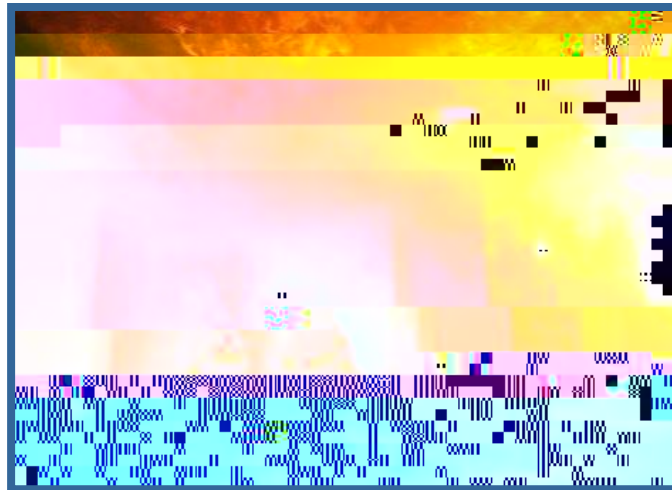


# Fire Survival

- If you are unable to exit the building
  - Isolate yourself from the fire and/or smoke
    - Close doors
    - Seal door with a wet cloth
  - Inform others of your location
    - Call 911 or 2222
    - Signal others from the window
      - Yell
      - Wave

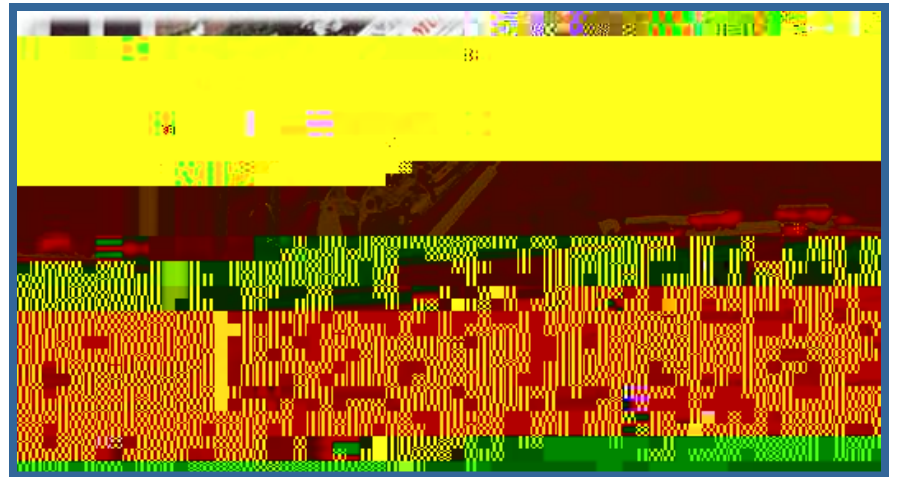
# Fire Survival

- If the hallway becomes filled with smoke
  - Get low on your hands and knees and crawl.
  - Cover your face with a wet cloth.
  - Proceed to the nearest exit or place of refuge.



# Building Life Safety Systems

- Fire Alarm
- Fire Pull Station
- Fire Horn/Strobes
- Sprinkler System
- Fire Extinguishers
- Lighted Exit Signs
- Emergency Generator
- Elevator Fireman's Service



# Fire Alarm Panel

- Fire alarm system will summon help when activated.
- Activation can occur by
  - Pulling a fire alarm pull station
  - Automatic activation of a smoke/heat detector
  - Sprinkler system activation

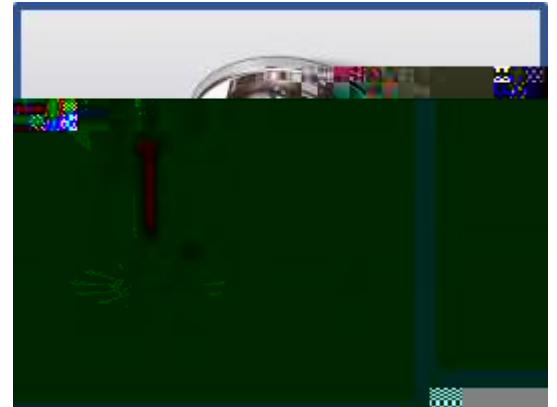






# Sprinkler System

- Sprinklers are located throughout the building.
- Sprinkler heads are independently heat activated.
- All sprinkler heads do not activate at the same time.



# Fire Extinguisher Locations

- Fire extinguishers are centrally located in public areas so that the distance of travel is a maximum of 75 feet between extinguishers.





# Fire Extinguishers



- Class A

- Will put out fires involving ordinary combustibles

- Wood
- Paper
- Cloth
- Trash
- Plastic



- Class B

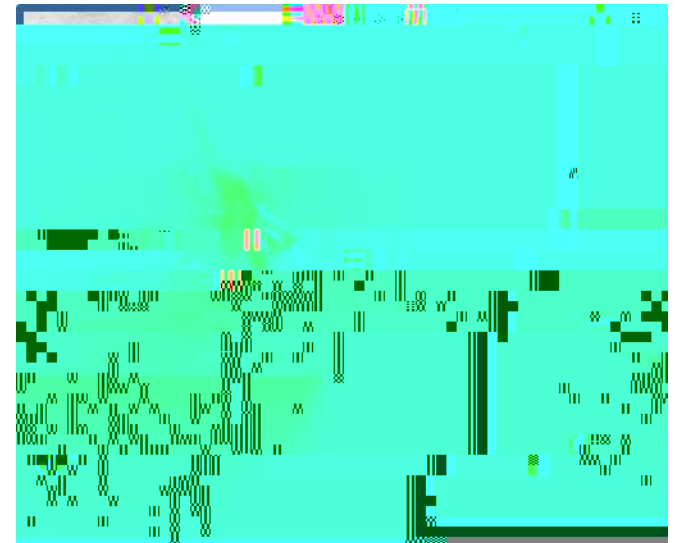
- Will put out fires involving flammable liquids

- Gas
- Grease
- Oil
- Solvents

# Fire Extinguishers

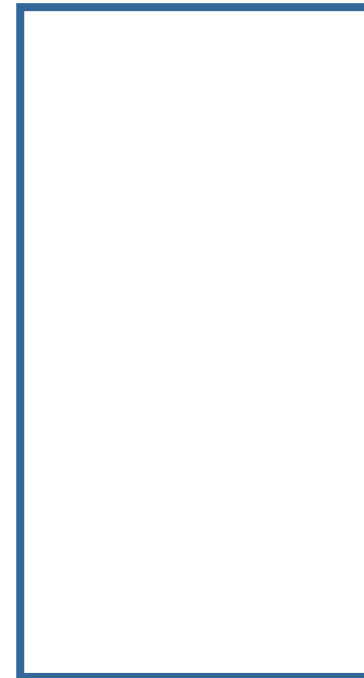
- Class C

- Suitable for use on electrical fires
  - Electric-powered tools
  - Any equipment using electricity



# Multi-Use Fire Extinguishers

- The label indicates the extinguisher is suitable for use on Class A, B and C fires.

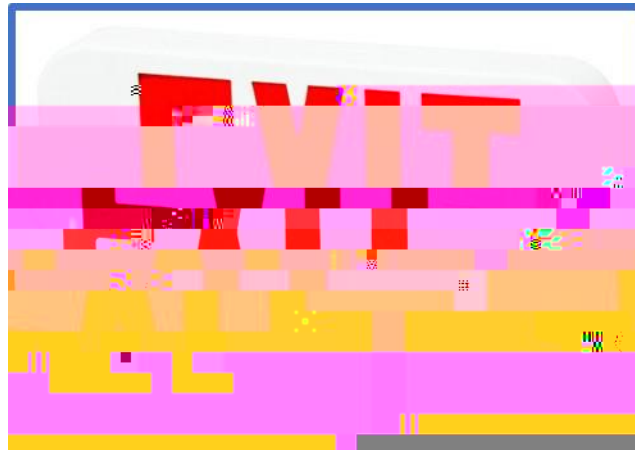


# Fire Extinguisher Use

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# Exit Signs

- Exit signs indicate doors that exit the building.
- Exit signs are supplied with backup power.



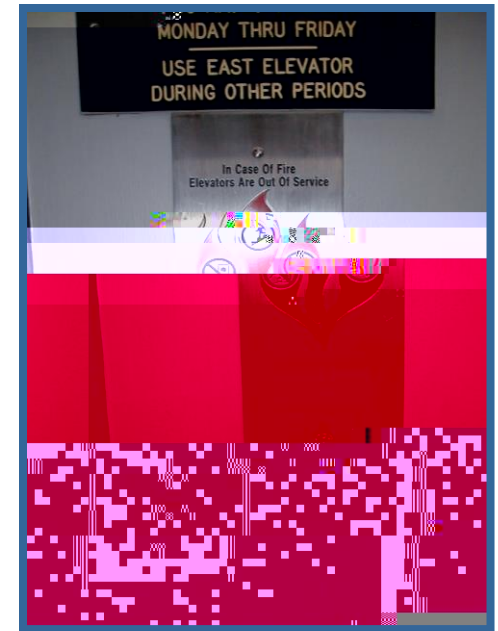
# Emergency Generator

- Emergency generator starts automatically when there is a power disruption. It provides power for emergency and exit lighting and for the fire alarm system.



# Elevator Fireman's Service

- Elevators return to an alternate floor in the event of a smoke detector activation in the elevator lobby.
- Elevators remain locked out, available only for Fire Department use during fire alarm activation.







# Fire Doors

- Fire doors control the spread of smoke and flames to compartmentalize the fire.
- Fire doors do not work when they are propped open.



# Tornado

- Watch vs. Warning
  - Watch
    - A tornado is possible, but not imminent
    - Proceed with normal activity, stay alert
  - Warning
    - A tornado has been sighted in the area
    - Take immediate action



# Tornado Watch

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# Tornado Warning

- Move to the interior of building. Stay away from windows, glass walls, and other openings.
- Crouch against interior wall with your head covered for best protection.
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- If evacuating using the stairwell presents a hazard

# After a Tornado

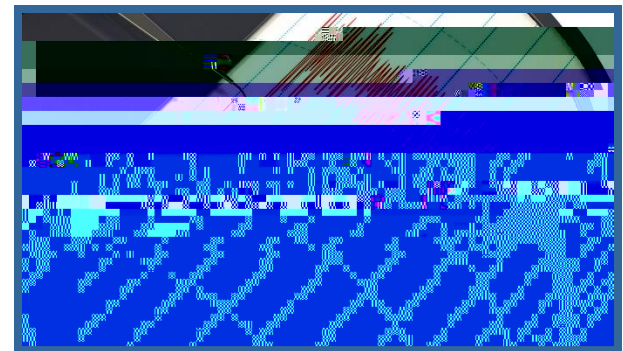
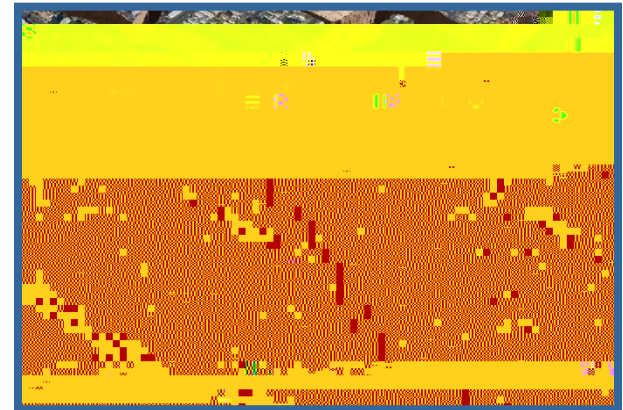
- If building has significant damage, evacuate with caution once the tornado has passed.
- Watch for:
  - Broken glass and debris
  - Downed power lines
  - Falling objects
- Assist people with injuries.
- Report damage and/or injuries to 911 or 2222.

# Earthquake

- During an earthquake
  - Seek protection from falling debris, get under desk or in a doorway
  - Do not use elevators
  - If outside, move away from buildings, power lines and trees

# Earthquake

- After an earthquake
  - Provide assistance to others in need
  - Call 911 or 2222 to report damage and/or injuries
  - Evacuate the building, watch for hazards
  - Account for building occupants at the designated meeting area



# Terrorist Threat/Terrorism

- Always be aware of your surroundings.
- If you observe something unusual, call 911 or 2222 and report:
  - What the person(s) is/are doing
  - Where it is happening
  - Physical description of those involved
  - If weapons are involved, and what type
  - Vehicle description and direction of travel when last seen



# Terrorist Threat/Terrorism

- Toxic/Irritant Gas
  - Immediately evacuate the building by pulling the fire alarm.
  - Account for all building occupants at the designated meeting area.
  - Call 911 or 2222 and inform them of the situation with as much detail as possible.

# Terrorist Threat/Terrorism

- Infectious Agents
  - Leave the material in the same location where it was found or opened. Immediately evacuate.
  - Segregate individuals who were exposed.
  - Call 911 or 2222 and inform them of the situation with as much detail as possible.

# Gunshots Heard

- If you are involved in a situation where gunshots are heard:
  - Exit the building immediately.
- Notify anyone you may encounter to exit the building immediately.
  - Call MSU Police at 911 or 2222 and provide details of the situation.

# Gunshots Heard

- If you are directly involved and exiting the building is not possible:
  - Go to the nearest room or office.
  - Close and lock or barricade the door.
  - Cover the door windows and turn off lights.
  - Keep quiet and act as if no one is in the room.
  - Do not answer the door.



# Gunshots Heard

- Call MSU Police at 911 or 2222 and tell them:
  - Your name and location
  - Number and identification of shooter(s), if known
  - Number of persons involved in situation
- Wait for emergency responders to assist you.

# Threat of Harm

- In the event of immediate danger:
  - Call MSU Police at 911 or 2222.
  - Take immediate action to move others from harms way (in the immediate vicinity of event).
  - Initiate lockdown procedures.

# Threat of Harm

- Warning Signs of Danger:
  - Possession of weapon
  - Suicide threats or statements
  - Detailed threats of violence
  - Rage for minor reasons
  - Destruction of property
  - Conflicts with peers, family or others





# Threat of Harm

- Early Warning Signs of Threat of Harm:
  - Withdrawal
  - Feelings of isolation or rejection
  - Victim of violence or bullying
  - Uncontrolled anger
  - Talk of suicide
  - Depression
  - Marked changes in appearance
  -

# Threat of Harm

# Emergency Alert Systems

- In the event of an emergency, MSU will notify the campus community by activating the outdoor sirens and speakers, the campus (VOIP) phone system and the School Messenger text messaging alert system.
  - Tornado
  - Active shooter
  - Any emergency situation



# Emergency Phone Numbers

- Fire ..... 911
- Police ..... 911
- Medical ..... 911
- MSU Police ..... 2222
- Village Medical (on campus) ..... 3809
- Env. Safety & Health ..... 3480
- Facilities Management ... 4291

# Summary

- Careful attention to these procedures should help you to respond appropriately in the event of an emergency.
- Become familiar with the MSU Emergency Procedures Guide.
- Together we can help to ensure the safety and protection of every member of our university community.

For more information on safety and health programs at MSU, visit our website at [www.murraystate.edu](http://www.murraystate.edu)