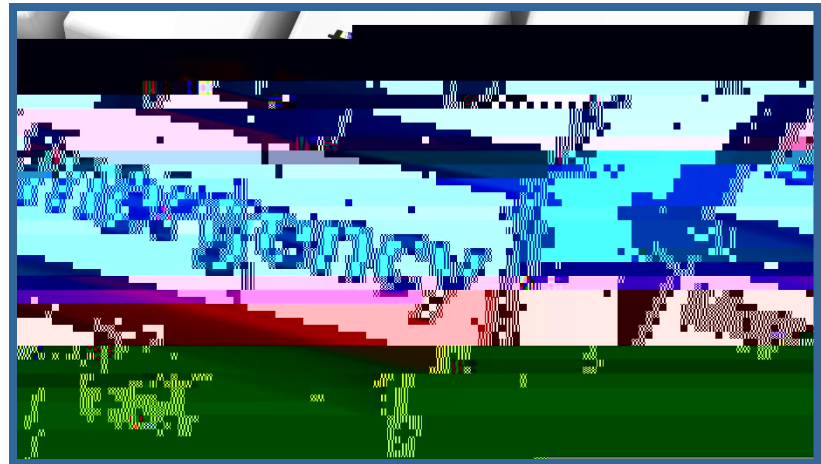


Murray State University Building Coordinator Emergency Procedures



Objectives

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



Purpose

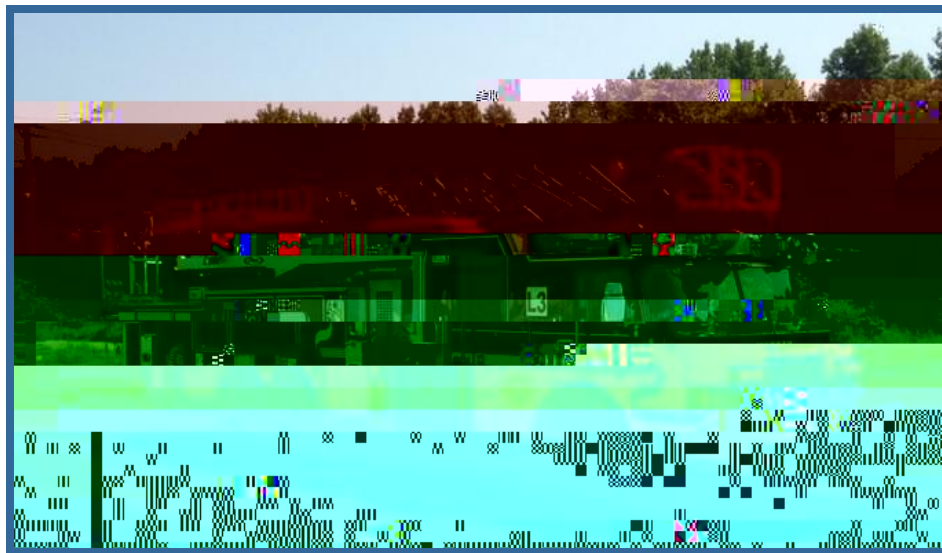
- Help university employees understand their role in an emergency.
- Provide information to employees on how to respond appropriately in the event of an emergency.
- Provide resources for additional information and support.

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

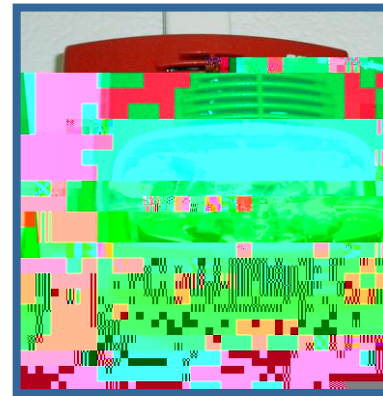
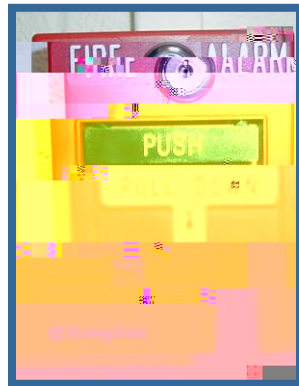
Fire Response

- 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.



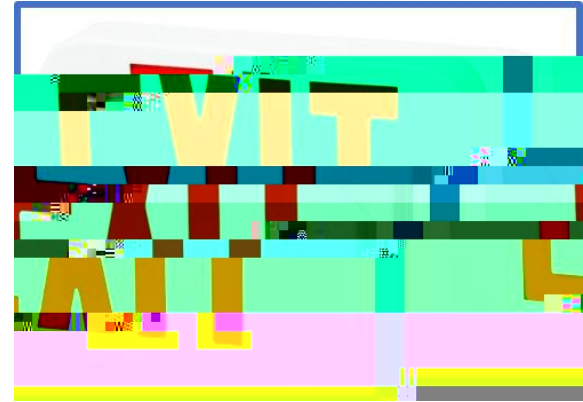
Fire Response

- 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

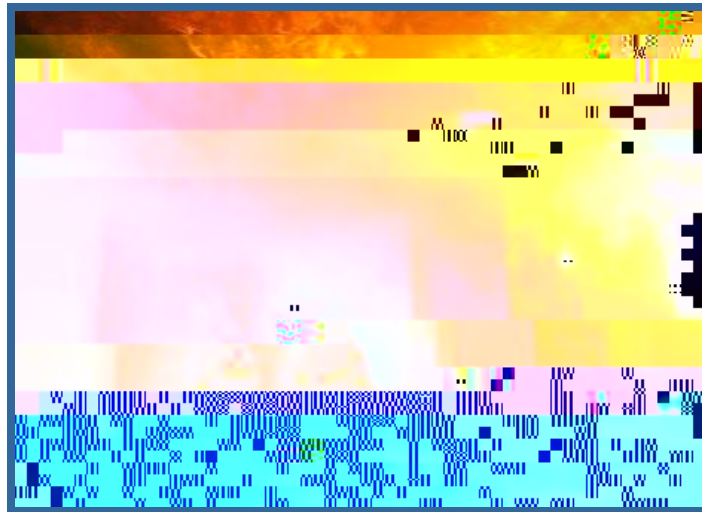
- Once outside, alert the Fire Department of any information you have observed.
 - Fire
 - Smoke
 -

Fire Survival

- If you are unable to exit the building
 - Isolate yourself from the fire and/or smoke
 - Close doors
 -

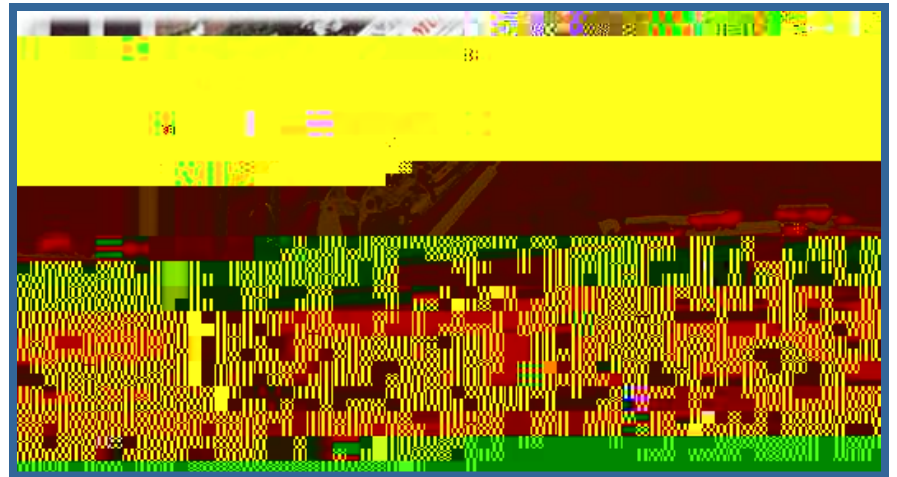
Fire Survival

- 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

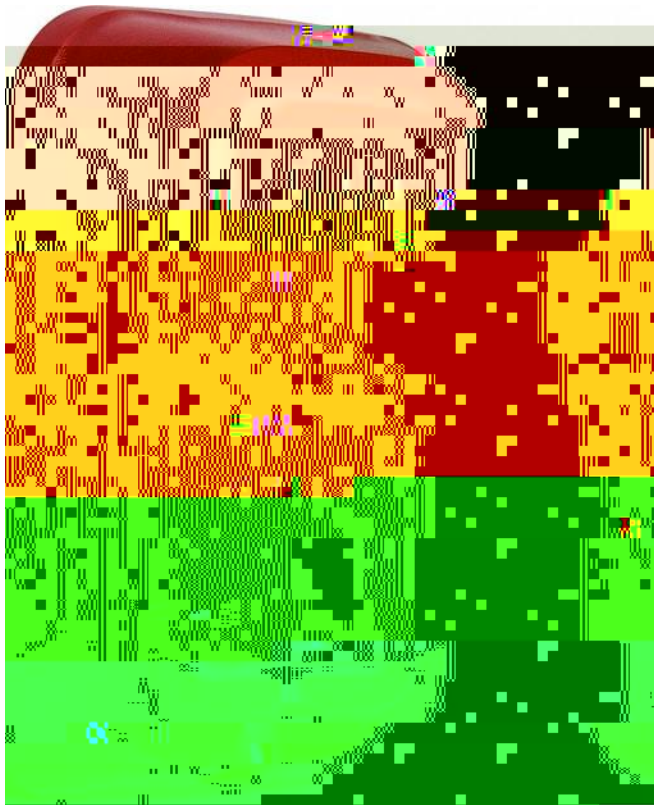
- Fire alarm system will summon help when activated.
- Activation can occur by
 - Pulling a fire alarm pull station
 - Automatic activation of a smoke/heat detector
 - Sprinkler system activation



Fire Pull Station & Smoke Detectors

- Manual fire pull stations are located near exit doors.
- Pull in the event of fire or smoke

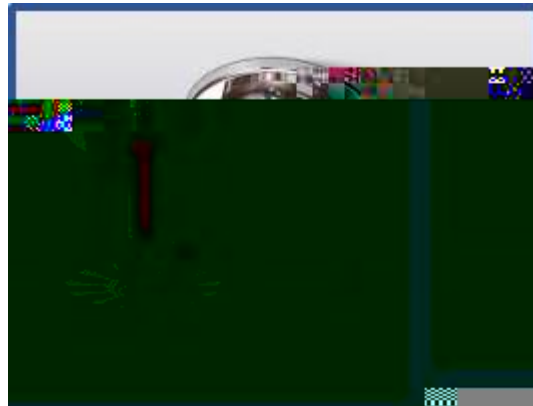
Fire Horn/Strobe Light



- Fire horns and strobe lights are activated when the fire alarm panel is activated.
- These devices are located in visible areas throughout the building.

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



- Class A

- Will put out fires involving ordinary combustibles
 - Wood
 - Paper
 - Cloth
 - Trash
 - Plastic



- Class B

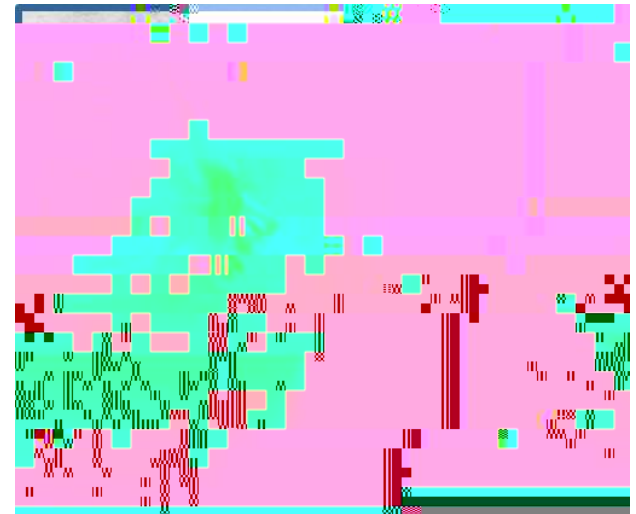
- Will put out fires involving flammable liquids
 - Gas
 - Grease
 - Oil
 - Solvents

Fire Extinguishers

- Class C

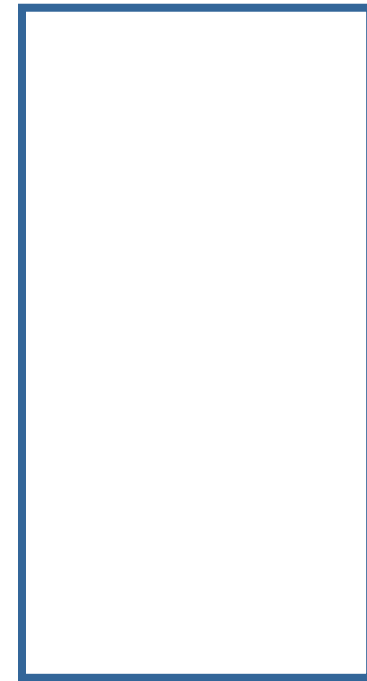


- Suitable for use on electrical fires
 - Electric-powered tools
 - Any equipment using electricity



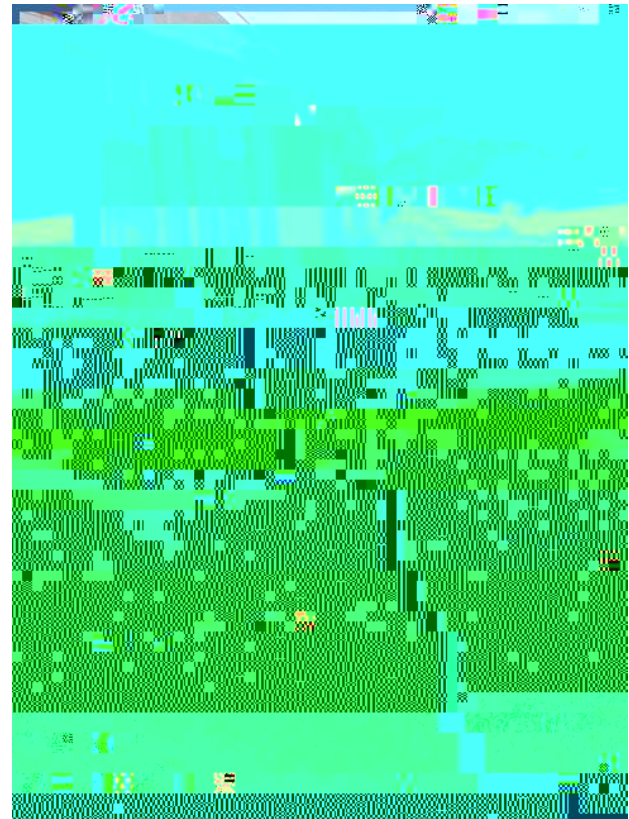
Multi-Use Fire Extinguishers

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



Fire Extinguisher Use

- To use an extinguisher, remember PASS-
 - Pull the pin
 - Aim at the base of the fire
 - Squeeze the handle or trigger
 - Sweep back and forth



Exit Signs

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



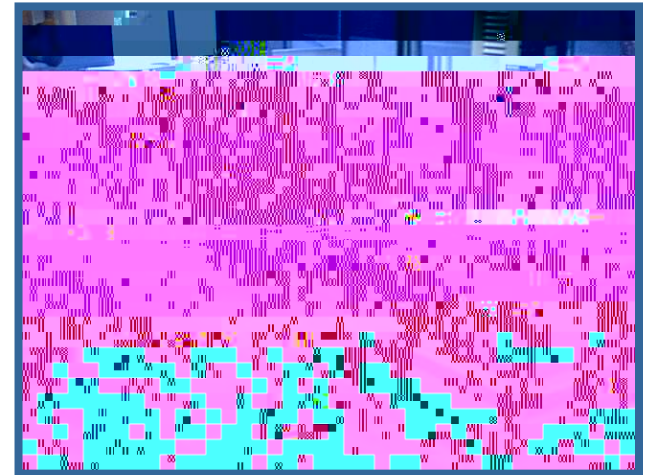
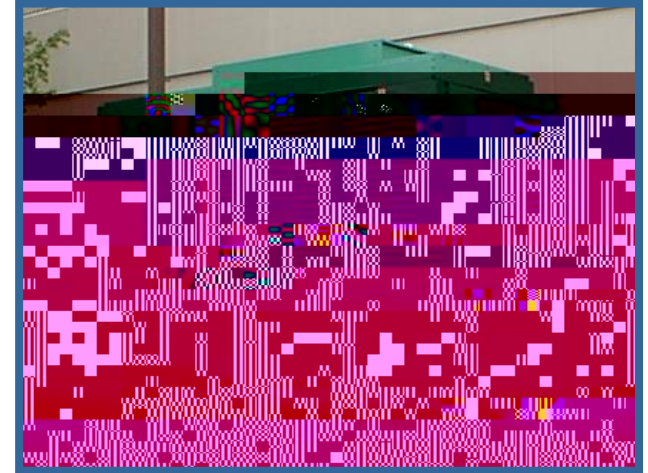
Fire Doors

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



Emergency Generators

- Emergency generators start automatically when there is a power disruption. It provides power for emergency and exit lighting, fire alarm system and computer mainframe equipment.



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.

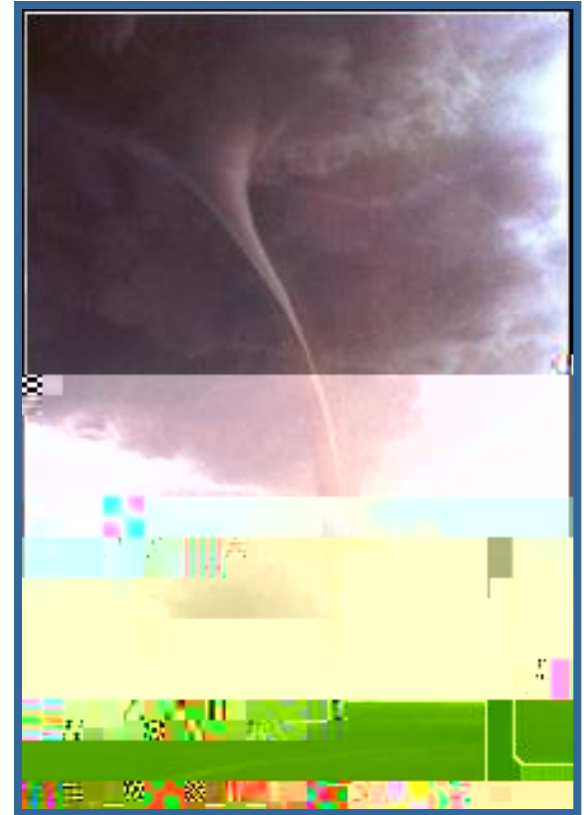
Evacuation Charts

- Emergency evacuation charts are located on the wall.

They indicate alrh n 1 BDC q0.00001072edh0/0y/4 27.96

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

- Listen to local radio or TV station
- Check weather websites for updates

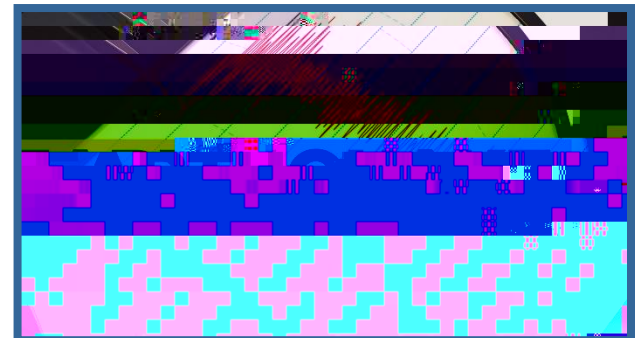
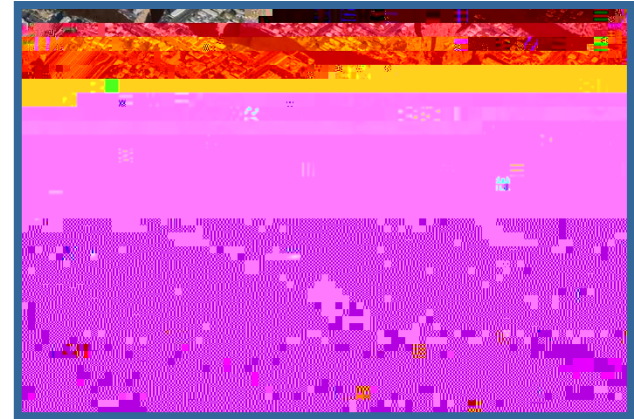
After a Tornado

- If building has significant damage, evacuate with caution once the tornado has passed.

Earthq

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 Threats/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.
 -

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.

- Please click on the link below to view the short video developed by the City of Houston and the Department of Homeland Security to learn how to survive an active shooter event.
- Video link to YouTube – [Run. Hide. Fight.](#)
-

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
 - Expressions of violence in writings or drawings
 - Distorted or bizarre thoughts or statements

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

For more information on safety and health programs at MSU, visit our website at www.murraystate.edu