

EMERGENCY PREPAREDNESS GUIDE

MEDICAL EMERGENCIES

- **DO NOT move the victim(s)** unless they are in immediate danger or you are instructed to do so by emergency personnel.
- If the person is **unconscious and NOT breathing**, start **CPR** at a rate of 30 compressions, then 2 breaths (15:2 if victim is a child). If possible, locate an AED, turn it on, & follow the instructions provided. If no AED is nearby, continue CPR until signs of breathing or until emergency personnel direct you to stop.

FIRE/EVACUATION

- **Activate a fire alarm** if you observe smoke or fire using a manual pull station.
- Evacuate the building at the nearest exit using the closest stairs. **DO NOT use elevators.**
- Move to an area that is a **safe distance** away & notify emergency personnel of any persons who are unable to evacuate.
- Do not re-enter the building until directed by emergency personnel.

SUSPICIOUS ACTIVITY

- **DO NOT** confront a suspicious person, block their exit, or allow them into locked buildings. Maintain distance from any suspicious items.
- If someone calls in a bomb threat, try to get as much information as possible (location, when it was placed, physical description, etc.).
- Give all information to **MSU Police and Public Safety** or call or text **911**.

SEEK SHELTER

- Seek shelter **IMMEDIATELY** inside the closest sturdy building if a tornado warning is issued.
- Move to an interior room or hallway without windows, on the lowest possible floor. Protect yourself from flying debris or falling objects.
- Follow any further instructions from **MSU Alert** or emergency personnel. **DO NOT** leave until an "All Clear" is issued.
- Lie down in a low-lying area and protect your head with your hands if you are outside with no shelter.

CLASSROOM SECURITY

There are two main lock styles installed in classrooms and teaching labs:

1. **Lockdown buttons**

Doors must be closed for the electronic locking feature to work. Emergency personnel will automatically be notified.

2. **Thumb-turn locks**

Doors with handles that are locked by turning a "thumb turn" on the inside of the door.

EMERGENCY SIRENS

MSU Alert utilizes emergency sirens and tones to indicate an immediate threat.

STOP all classroom & campus activities if you hear sirens.

- **SEEK SHELTER** inside until further notice. Shut all doors & stay away from exterior windows.
- Check mobile devices for additional instructions from MSU Alert.

You can listen to an example tone at alert.msu.edu/faq/.

ACTIVE VIOLENCE

•**Run/Avoid if you can**

Avoid the area if you are not in the vicinity of danger. Those physically unable to leave quickly should find a safe location to hide. **Seconds matter.**

•**Hide/Barricade if you can't**

Lock the doors, turn off the lights, draw the blinds, and stay out of sight away from windows and doors. **Improvise:** tie off doors, pile up chairs, tables, bookshelves, or whatever else is in the area. Silence phones and remain quiet.

•**Fight/Confront if you must**

Work with others and use improvised weapons (such as chairs, fire extinguishers, backpacks, laptops, scissors, etc.)

POWER FAILURE

- Turn off sensitive equipment and secure any hazardous materials.
- If there is a possible danger to building occupants, **exit** and **call or text 911**.
- To report a power or utility failure, contact MSU's Operator at **(517) 355-1855**.

HAZARDOUS MATERIAL

- **DO NOT** attempt to clean a spill. Inform others and **evacuate**.
 - **Call or text 911** and report all information involving the spill, including location, description and/or name of the material.
- Follow any instructions from dispatchers.**
- Attend to anyone contaminated utilizing emergency showers or eye washes.

**IF YOU SEE or HEAR
SOMETHING,
SAY SOMETHING.**



**Did you see something wrong on campus?
Report suspicious activity.**

To report an incident, text **MSUDPPS** along with your message to **274637** or call at **(517) 355-2221**



For more information, visit: