

FACULTY & STAFF CLASSROOM PREPAREDNESS GUIDE

PREPARE

- **Locate nearest emergency equipment:** AEDs, emergency washes (when in labs), fire extinguishers.
- **Find the most efficient exit(s). Do not use elevators** in emergency situations.
- **Note emergency phone numbers:**
 - [MSU Police and Public Safety \(517\) 355-2221](#)
 - [MSU Environmental Health and Safety \(517\) 355-0153](#)
- **Locate a “seek shelter” area:** internal offices, classrooms, stairwells without windows etc.

*Consider discussing emergency preparedness on the first day of class.

SECURE

- **Locate door locks** (lockdown buttons or thumb-turn locks).
- Note **windows and doors that might need to be covered/locked** if there’s a need to secure in place.
- View MSU Police and Public Safety’s Active Violence Incident video for detailed instructions, scan the QR code for this video and additional resources.

EVACUATE

- **Practice exiting each door in the classroom area**, even if those doors aren’t typically used.
- Consider evacuation plans for those with functional needs. If someone is unable to evacuate, 911 must be notified of their location immediately.

*Upon evacuating, **move away from the building**. When possible, stay with your class/group and keep everybody accounted for.

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

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

Safety Tips

