



Emergency Guide

MEDICAL EMERGENCY

All university community members are encouraged to learn First Aid and CPR. If you discover a medical emergency:

1. Avoid leaving the injured/ill person except to summon help
2. If injury/illness is severe or life threatening dial 911.
3. Do not move person unless he/she is in danger.
4. Render First Aid or CPR if trained and qualified.
5. If you are exposed to another person's bodily fluids, inform Police Department personnel when they arrive.

MEDICAL EMERGENCY

EMERGENCY NUMBERS

FOR ALL EMERGENCIES REQUIRING POLICE, FIRE OR MEDICAL DIAL 911

Missouri S&T Police Department • Non-Emergency	573-341-4300
Rolla Fire Department • Non-Emergency	573-364-3989
Rolla Police Department • Non-Emergency.....	573-308-1213
Missouri Highway Patrol Troop I	573-368-2345
Missouri Road Conditions	888-ASK-MODOT (888-275-6636) or 800-222-6400
Poison Control	800-366-8888
Phelps County Regional Medical Center	573-458-8899
Mercy Clinic	573-458-6300
Missouri S&T Environmental Health and Safety	573-341-4305
Missouri S&T Facilities Operations	573-341-4252

All 911 calls are routed to the Rolla Police Department

Two phone lines have been set up to provide information during a campus wide disaster. These numbers will have a recording with information relevant to the situation.

Faculty and staff number: 573-341-7888

Student number: 573-341-6463

Be aware that during any incident the 911 system will likely be overwhelmed.

EMERGENCY NUMBERS

SUSPICIOUS PACKAGE

Suspicious Package/Object

If you receive or discover a suspicious package or foreign device:

Do not touch it or move it. Immediately dial 911. Evacuate all people from the room or immediate area. Following are means for identifying a possible letter or package bomb:

- Restrictive markings such as “confidential” or “personal”
- Excessive postage
- Handwritten or poorly typed address
- Incorrect titles
- Misspellings of common words
- Oily stains or discolorations on package
- Excessive weight
- Rigid, lopsided or uneven envelopes
- Protruding wires or tinfoil
- Excessive tape or string
- No return address

SUSPICIOUS PACKAGE

HAZARDOUS MATERIAL

Major Hazardous Spill or Leak

1. Do not attempt to clean up the spill yourself!
2. Immediately inform everybody in the area to leave the area and close doors behind you.
3. Activate the nearest fire alarm.
4. Call 911.
5. Provide the dispatcher with information concerning injuries, type of chemicals, flammability, etc.
6. Provide clean-up/rescue personnel with appropriate Materials Safety Data Sheets (MSDS) and other pertinent information.

Minor Hazardous Spill or Leak

1. Attempt to contain the spill using absorbent material. DO NOT ALLOW ANYTHING TO LEAK INTO DRAINS!
2. Wear proper personal protective equipment while cleaning up.
3. Notify Environmental Health and Safety at 573-341-4305 or the Missouri S&T Police Department at 573-341-4300.

If the chemical comes into contact with any person:

1. Remove all contaminated clothing.
2. If there is contact with a person's eyes, rinse eyes with water for at least 15 minutes.
3. If there is contact with a person's skin, thoroughly rinse under water and then wash with soap and water.

HAZARDOUS MATERIAL

FIRE

If You Discover a Fire on Your Floor:

1. Activate the fire alarm system.
2. Evacuate the building if able, using the most efficient escape route. Close doors behind you, but do not lock the doors. (DO NOT USE ELEVATOR!)
3. Call 911

Once a Fire Alarm is Activated:

1. Evacuate using the nearest exit. (DO NOT USE ELEVATOR!)
2. Assist persons with special needs if able to.
3. Notify Police Department personnel or fire personnel if you know or suspect someone is trapped inside the building.
4. Gather outside at a designated assembly area, and do not attempt to re-enter the building until instructed to do so by Police Department or Fire Department personnel.

Using a Fire Extinguisher:

If you have been trained and it is safe to do so, you may fight small fires with a fire extinguisher. Never use water on an electrical or flammable liquid fire. Use a dry chemical or carbon dioxide extinguisher only and stay back a minimum of 10 feet.

Fire Extinguisher Instructions:

1. **P**ull safety pin from handle.
2. **A**im at base of fire.
3. **S**queeze the trigger handle.
4. **S**weep from side to side at base of fire.

FIRE

EVACUATION GUIDELINES

In advance of an emergency, determine the nearest exit to your location and the best route to follow. If time permits during evacuation, secure your workplace and take personal items. In most emergencies, complete evacuation of the campus is not necessary. If, however, there is a major hazardous materials release, fire, or other major incident, it may be necessary to relocate all University personnel to a safer location.

Evacuations From a Building:

1. Walk, do not run.
2. Do not use elevators.
3. Close but do not lock doors.
4. Turn off electronics including computers. Take personal belongings if time permits.
5. If safe to do so, assist people with special needs as indicated by that person. If unable to assist call 911 to request assistance.
6. Gather outside at a designated staging area and try to account for all personnel.
7. If you cannot return to your building, wait for instructions from Police Department personnel.

“In Place” Evacuations:

In some instances, it is safer to evacuate “in place” than it is to leave a building, e.g., smoke or fire is immediately outside your room; live electrical wires bar access to the exit; or individuals with mobility disabilities are on upper or below ground floors.

1. If safe to do so, go to the nearest stairwell and tell someone who is evacuating to notify emergency personnel of your location and that you are unable to evacuate the building.
2. Or call 911 and tell them your name, your location, that you are unable to evacuate, and why you are unable to evacuate the building.
3. Follow directions of the 911 dispatcher.

EVACUATION GUIDELINES

TORNADO WARNING

This means a tornado has been sighted or indicated by radar. People in the path of the storm should take immediate lifesaving actions. The Rolla Police Department will activate the city's outdoor sirens. Outdoor sirens are used only as an attention getting device. When warning sirens sound:

Know the location of the nearest emergency shelter for your location. Specific information regarding the actual nature of the emergency will be broadcast by local media. Following are some radio stations that serve the area in broadcasting local emergency information:

KMST 88.5 FM
KZNN 105.3FM
KTTR 1490 AM/99.7 FM
KMNR 89.7 FM
KDAA (SAM) 103.1 FM
KKID 92.9 FM
KUMR (SUNNY) 104.5 FM

Seek shelter, preferably in a designated area. If that is not available seek shelter in a basement or below-ground location. If a basement or below ground location is not available, seek shelter at the lowest floor. Move to an interior hallway, under a stairwell, or a center room with no windows. Stay away from auditoriums, gymnasiums, or areas with a wide free span roof.

Stay away from outside walls, exterior doors and glass windows or partitions. Do not open windows.

Take cover under heavy furniture. Crouch as low as possible to the floor, facing down, and cover your head with your hands. Try to cover yourself with some sort of protection such as a blanket or mattress.

Check local radio and television stations concerning the tornado warning.

There is NO all clear message sounded through the siren system. It is recommended that community members monitor local media sources or a weather radio during the storm so they will know when the threat has expired.

TORNADO WARNING

ORAL OR WRITTEN BOMB THREAT

1. Record date and time of call or receipt of message. Note the number of the call.
2. Take the caller seriously.
3. Have a co-worker call 911 on another line, or call the number yourself immediately after hanging up.
4. Do not hang up! Try to keep the caller talking as long as possible to determine the information on the BombThreat Checklist.
5. Missouri S&T Police will make the decision on whether a building evacuation is warranted. The decision should be made after consultation with the Department Chair overseeing the building. If evacuation of the building occurs, exit the building immediately and stay at a distance of 500 feet or about the length of two football fields.

Bomb Threat Checklist

Use the following checklist if you receive a phone call indicating a bomb threat.

Complete all possible items immediately following the call:

1. Time call received: _____
2. Time call terminated: _____
3. Caller's name and address (if known): _____

4. Sex: Male Female
5. Age: Adult Child
6. Bomb facts (questions to ask)
 - a. When will it explode? _____
 - b. Where is the bomb right now? _____
 - c. What kind of bomb is it? _____
 - d. What does it look like? _____
 - e. Why did you place the bomb? _____

7. Voice Characteristics:

- | Tone | Speech | Language |
|-------------------------------------|------------------------------------|------------------------------------|
| <input type="checkbox"/> Loud | <input type="checkbox"/> Fast | <input type="checkbox"/> Excellent |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Slow | <input type="checkbox"/> Good |
| <input type="checkbox"/> High Pitch | <input type="checkbox"/> Distorted | <input type="checkbox"/> Fair |
| <input type="checkbox"/> Low Pitch | <input type="checkbox"/> Cursing | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Stutter | <input type="checkbox"/> Slurred | <input type="checkbox"/> Nasal |
| | <input type="checkbox"/> Lisp | <input type="checkbox"/> Foreign |
| | <input type="checkbox"/> Disguised | |

8. Background Noise

- | | | |
|---|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Music | <input type="checkbox"/> Traffic | <input type="checkbox"/> Children |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Machines | <input type="checkbox"/> Typing |
| <input type="checkbox"/> Cellular Phone | <input type="checkbox"/> Quiet | <input type="checkbox"/> Other |

9. Person receiving call: _____

Office: _____

Date: _____

BOMB THREAT

ACTIVE SHOOTER

In the event of an active shooter incident, notification messages will be distributed through text, radio, e-mail, verbally and/or the campus web site. If it is safe to do so, leave the campus immediately! When it is safe to return to campus “all-clear” messages will again be distributed through text messages, radio, e-mail, verbally, and/or the campus web site. The following guidelines are not all inclusive, but may increase your chances of surviving an active shooter incident.

What to Report:

Your name

Location of the incident (be as specific as possible)

Number of assailants

Identification or physical description of assailants (race, gender, clothing, type of weapons, etc.)

Injuries (number injured, type of injuries)

Your location (building and room number)

DO NOT hang up until the Dispatcher does.

In the Classroom or Office:

If you are in a classroom, room, or office, **STAY THERE**, and secure the door.

Lock, if able, and barricade doors.

If the door has a window, close blinds or cover if possible.

Stay calm, quiet, and out of sight.

Depending on the gunman’s location, consideration may also be made to exit through window openings. If you move toward any Police Officer, keep your hands on your head. Do exactly and immediately what the police tell you!

In Hallways or Corridors:

If in a hallway, get in a room that is not already secured and secure it.

Unless you are very close to an exit, don’t run through a long hall to get to one, you may encounter the gunman.

Do not hide in restrooms!

continued on back

Large Rooms or Auditoriums:

If in a gym or theater area and the gunman is not present, move to and out the external exits. Move away from the area to a safe location. If you move toward any Police Officer, keep your hands on your head. Do exactly and immediately what the police tell you!

Open Spaces:

Stay alert and look for appropriate cover locations. Brick walls, large trees, retaining walls, parked vehicles and any other object which may stop firearm ammunition penetration, may be utilized as cover.

Un-securing a location:

Consider risks before un-securing rooms. The shooter may be trying to enter the room.

Consider the safety of those secured inside the room versus those outside the room.

Trapped with the Gunman:

If you are trapped with the gunman, don't do anything to provoke them. If the gunman is not shooting and he tells you to do something, only you can draw the line on what you will or will not do to preserve your life or the lives of others.

If the gunman does start shooting people, you need to make a choice. At this point it is your choice. You can stay still and hope he doesn't shoot you; run for an exit while zigzagging in an attempt to escape; or even attack the shooter. Attacking the shooter is very dangerous, but certainly no more than doing nothing and dying in place. A moving target is much harder to hit than a stationary one and the last thing the shooter will expect is to be attacked by an unarmed person. Any option chosen may still result in injury or death.