

Northwest Missouri State University

Policy and Procedures Manual

Chapter Health and Safety

Section Emergency Procedures

The following emergency procedures are appropriate for general campus use.

Fire Emergencies

1. Call 911. Give the nature of the emergency, the location, and any other information requested.
2. Set off the fire alarm. If an alarm system is not present, verbally call an alarm, i.e., "Fire".
3. Evacuate the building and assist handicapped individuals. Use stairwells to exit the building. **DO NOT USE AND ELEVATOR TO EXIT THE BUILDING!**
4. Use a fire extinguisher if it is possible to do so without jeopardizing your personal well-being.
5. Notify Campus Safety (562-1254).
6. Report to your supervisor.

Chemical or Biological Spills

1. Warn fellow workers and supervisors.
2. Evacuate the area.
3. Call Campus Safety (562-1254).
NOTE: Do not call State or National Chemical Emergency numbers without prior authorization from Campus Safety unless the spill is of disaster proportions and immediate contact with the department is impossible.
4. Take action to contain the spill if it is possible to do so without jeopardizing personal well-being.
 - Either neutralize or absorb the spill, if possible.
 - Check with Campus Safety prior to disposal of neutralizing or absorbing material.

Tornado

If you are inside – Move away from windows into the basement or interior hallway on a lower floor. Avoid auditoriums, gymnasiums, or other areas having a wide, free-span roof. Take cover under heavy furniture.

If you are outside – Lie flat in the nearest depression, such as a ditch or ravine, away from any water.

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Earthquake

If you are inside – Stay indoors, near the center of the building, away from glass windows and doors. Take cover under sturdy furniture such as work tables or desks; or in doorways, halls or against inside walls.

If you are outside – Stay in the open, away from buildings and structures, and a safe distance from utility wires. Avoid running through or near buildings where there is a danger of falling debris.

Note: After the tremors have stopped, stay away from and do not go inside damaged buildings and structures because of possible after shocks.

Mechanical Equipment Or Other Physical Facility Emergency

1. Call Campus Safety (562-1254)
2. Do not attempt to correct the mechanical emergency
3. If fire ensues, follow the procedures outlined for fire emergency.

Oral or Written Threat To People or Facilities (i.e. Bomb Threat)

1. Record time and date of the call or receipt of message.
2. Call Campus Safety (562-1254) and report:
 - What is to happen.
 - When is it to happen.
 - Where is it to happen.