



**EMERGENCY PREPAREDNESS AT MARYVILLE UNIVERSITY**

**FOR ALL EMERGENCIES REQUIRING POLICE, FIRE OR MEDICAL • DIAL 911**

Maryville University Public Safety .....	<b>314.529.9500</b>
Maryville University Physical Plant .....	<b>314.529.9304</b>
Town & Country Fire • Non-Emergency .....	<b>636.394.2212</b>
Town & Country Police • Non-Emergency .....	<b>314.432.1000</b>
Missouri Highway Patrol .....	<b>800.525.5555</b>
Missouri Road Conditions .....	<b>800.222.6400</b>
Illinois Road Conditions .....	<b>800.452.IDOT (4368)</b>
Poison Control .....	<b>800.366.8888</b>
St. Luke's Hospital Emergency Services	<b>314.205.6990 • Information 314.434.1500</b>

# INTRODUCTION • **DO NOT FILE THIS DOCUMENT!!!**

Emergencies, disasters, accidents, injuries and crimes can occur without warning at any time. Being physically and psychologically prepared to handle unexpected emergencies is an individual as well as an organizational responsibility.

This Emergency Procedure Flipchart has been developed to assist in minimizing the negative effects from such events.

Please read this guide thoroughly before an emergency occurs, become acquainted with the contents, and keep this flipchart available for immediate reference. Once you are familiar with the

information enclosed, you will be better prepared to protect yourself and other members of the Maryville community.

**All 911 calls are routed through the Town & Country Police Department.**

If you have questions concerning a unique situation not covered in this chart or need additional emergency information, please contact the Maryville University Department of Public Safety 314.529.9500, or the Director of Public Safety 314.529.9564.

## **WHAT YOU CAN DO NOW TO PREPARE**

- **Keep emergency supplies in your office (medications, flashlights, comfortable shoes, packaged snack food, bottled water, batteries, and portable radios).**
- **Post this Emergency Procedure Flipchart in a visible location in your office or room.**

- **Become familiar with the quickest exit routes from your building.**
- **Locate the nearest fire extinguisher and pull station, and register for a fire extinguisher training course.**
- **Register for CPR, first-aid, crime prevention, or other safety training courses.**

## **PERSONAL THREAT, ASSAULT, or CIVIL DISTURBANCE**

### **PERSONAL THREAT OR ASSAULT:**

Personal threat or assault includes threatening behavior that is deemed threatening or harmful by another individual.

### **STALKING:**

1. Call 314.529.9500 and seek the safety of others.
2. Do not confront alleged stalker.
3. Take note of physical characteristics and other identifiers that you can report to Public Safety.

### **ASSAULT:**

1. Call 314.529.9500 or 911 immediately.
2. If you witnessed an assault, remain calm and stay with victim until emergency assistance arrives, provided it is safe to do so.

### **REPORT OF RELATIONSHIP VIOLENCE:**

1. Call 314.529. 9500 if there is a medical emergency or immediate threat.

2. Support may be found through the University Counseling Department, 529-9552, or the Woman's Self Help Center, 531-2003.

### **CIVIL DISTURBANCE:**

Civil disturbances include riots, demonstrations, threatening individuals, crimes in progress, or assemblies that have become significantly disruptive.

1. Notify Public Safety.
2. Avoid provoking or obstructing demonstrators.
3. Secure your area (lock doors, safes, files, vital records and expensive equipment).
4. Avoid area of disturbance.
5. Continue with normal routines as much as possible.
6. If the disturbance is outside, stay away from doors or windows. **STAY INSIDE!!!**
7. Prepare for evacuation or relocation.

# POWER OUTAGE

The inherent danger during a major power outage is panic; therefore, all University personnel should attempt to remain calm. In the event of a major, campus wide outage, Maryville has emergency generators that will provide power to some areas of the campus. To report a minor, localized power outage, call Physical Plant at 314.529.9304 or Public Safety at 314.529.9500. Keep flashlights and batteries in key locations throughout your work areas.

## **IN CASE OF A MAJOR, CAMPUS WIDE POWER OUTAGE:**

1. Remain calm.
2. Follow directions from Public Safety for immediate action.
3. If evacuation of a building is required, see “Evacuation” section of this guide.
4. Laboratory personnel should secure all experiments and unplug electrical equipment prior to evacuating.  
All chemicals should be stored in their original locations. Provide natural ventilation by opening all windows and/or doors if outside temperatures are above 45 degrees. If this is not possible, or natural ventilation is inadequate, evacuate the laboratory until the power is returned.
5. Do not light candles or other type of flame for lighting.
6. Unplug all electrical equipment (including computers) and turn off light switches.

## **IF PEOPLE ARE TRAPPED IN AN ELEVATOR:**

1. Tell passengers to stay calm and that you are getting help. Instruct passengers to pick up emergency phone in elevator so they can provide direct information to the emergency responders.
2. Call 314.529.9500 and provide information.
3. Stay near passengers until Public Safety or other assistance arrives, provided it is safe to stay in the building.

# MAJOR ACCIDENTS

## **AIRCRAFT**

When a private or commercial aircraft is involved in an accident, the Federal Aviation Administration (FAA) is the agency of jurisdiction. Subsequently, no one will be permitted within a 500 foot radius of the aircraft.

Smoke from a burning aircraft is very toxic and should be avoided. If an aircraft incident occurs on the campus, evacuation procedures will begin in the surrounding area. **SEE “EVACUATION” SECTION OF THIS GUIDE FOR MORE INFORMATION.**

## ***IF YOU WITNESS AN AIRCRAFT ACCIDENT:***

1. Call 911. Notify the operator of the accident location, the number of casualties and if any campus structures are affected.
2. If the crash scene is close to your building, notify Public Safety and evacuate if smoke from the crash scene moves in your direction.
3. DO NOT approach a downed aircraft.

## **MOTOR VEHICLE**

### ***IF YOU WITNESS A MOTOR VEHICLE ACCIDENT INVOLVING INJURIES:***

1. Call 911 immediately and remain on the scene until released by paramedics and police.
2. Advise the operator of the number of injured and their injuries.
3. Look for hazards that could affect you or responding emergency personnel (fuel, chemicals, etc.) and report them to the 911 operator.
4. Do not attempt to move the injured unless it is more dangerous to leave the injured where they are, i.e.: car fire.
5. Attempt to keep the victims calm and reassure them that assistance is on the way.
6. Notify emergency personnel upon their arrival of the number of injured and their locations.

# CRIMINAL ACTIVITY

If you observe a crime in progress or behavior that you suspect is criminal, immediately notify **Public Safety 314.529.9500**. Please be prepared to provide as much of the following information as possible:

- What is the person doing?
- How many people are involved?
- Where is it happening?
- Physical and clothing description of those involved.
- Are weapons involved?
- Vehicle description and license plate number, if a vehicle is involved.
- Direction of travel if known.
- Has anyone been injured?

**DO NOT** approach or attempt to apprehend the person(s) involved. Remain on the phone with Public Safety until you are advised to hang up.

## HAZARDOUS MATERIALS INCIDENT

**ONLY TRAINED AND AUTHORIZED PERSONNEL ARE PERMITTED  
TO RESPOND TO HAZARDOUS MATERIALS INCIDENTS!!!**

**IN CASE OF A MAJOR, HAZARDOUS SPILL, CALL 911 IMMEDIATELY.**

**Provide dispatcher with information regarding spill.**

*(Injuries, type of chemicals, flammability of substance, etc.)*

### **FOR A MAJOR, HAZARDOUS SPILL OR LEAK:**

1. Activate the nearest fire alarm.
2. Immediately evacuate the area, closing doors behind you.
3. Call 911.
4. Do not attempt to clean up the spill yourself.
5. Provide clean-up/rescue personnel with appropriate Materials Safety Data Sheets (MSDS) and other pertinent information.

### **FOR A MINOR, HAZARDOUS SPILL OR LEAK:**

1. Attempt to contain the spill - **DO NOT ALLOW ANYTHING TO LEAK INTO DRAINS!!!**
2. Wear proper personal protective equipment while cleaning up.
3. Notify Public Safety at 314.529.9500.

# SUSPICIOUS PACKAGE/OBJECT

If you receive or discover a suspicious package or foreign device, **DO NOT TOUCH IT, TAMPER WITH IT, OR MOVE IT!!!**

## IMMEDIATELY DIAL 9500 AND REPORT IT TO PUBLIC SAFETY

### LETTER AND PARCEL BOMB RECOGNITION CHECKLIST

Be cautious of:

- Foreign mail, air mail, and special deliveries
- 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
- Visual distractions
- No return address

## EARTHQUAKE

If a major earthquake were to occur, Maryville University must be prepared to provide its own resources for an unlimited period of time. It is always a good idea to maintain certain supplies in your office (see "Introduction" for details).

### IF INSIDE:

1. **STAY THERE!!!** Do not run outside. (**DO NOT USE ELEVATORS!**)
2. Take cover underneath a desk or table, protecting your head and neck.
3. Stay away from windows and objects that could fall on you.
4. Help direct persons with special needs, if required.
5. Persons with wheelchairs should lock brakes.

### IF OUTSIDE:

1. Run to an area away from trees, buildings, walls, and power lines.
2. Drop to your knees and get into a fetal position, close your eyes and cross your arms over the back of your neck for protection.
3. Stay in a fetal position until the shaking stops.

### AFTER SHAKING STOPS:

1. Do not use regular or cellular telephones EXCEPT to report serious injuries.
2. Assist in the building evacuation of persons with special needs, if safe to do so.
3. Tune portable radios to an Emergency Broadcast Station (EBS), and follow instructions given.
4. Be prepared to evacuate if instructed to do so. (The decision to evacuate from campus will be based on the severity of the earthquake and the damage to buildings.)
5. Public Safety will provide instructions for immediate action by means of door-to-door alerting, vehicle loud speakers, fire alarms, or bullhorns.
6. If personnel are instructed to evacuate, see "Evacuation" section of this guide.
7. Do not enter any building that is deemed or looks unsafe.

# BOMB THREAT

## BY TELEPHONE:

1. **DO NOT HANG UP!!!** Remain calm!!!
2. Take the caller seriously.
3. Ask a lot of questions, using the checklist below as a guide.
4. Have a co-worker call 314.529.9500 on another line, or call the number yourself immediately after hanging up.

## BOMB THREAT CHECKLIST

### Ask:

When is the bomb going to explode? \_\_\_\_\_

Where is it right now? \_\_\_\_\_

What does it look like? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What will cause it to explode? \_\_\_\_\_

Did you place the bomb? Why? \_\_\_\_\_

What is your address? \_\_\_\_\_

What is your name? \_\_\_\_\_

Exact wording of threats: \_\_\_\_\_

### Caller's Voice:

Calm	Nasal	Slow	Raspy	Loud	Angry	Stutter	Excited	Rapid
Deep	Soft	Clearing Throat	Laughter	Normal	Disguised	Distinct	Deep	
Breathing	Crying	Accent	Slurred	Lisp	Ragged	Cracked	Familiar	

If Known, Name of caller: \_\_\_\_\_

Number from which call originated: \_\_\_\_\_

Male/Female: \_\_\_\_\_ Race: \_\_\_\_\_ Approx. Age: \_\_\_\_\_

Number at which call was received: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

### Background Sounds:

Street Noises	Factory Machinery	Animal Noises	Other Voices	PA system	
Static	Music	Long Distance	House	Motor	Office Machinery

Additional comments: \_\_\_\_\_

# HOSTAGE INCIDENT

## HOSTAGE OR HOSTILE SITUATION:

In the event of a hostile action against a facility or personnel at Maryville University, Public Safety should be notified immediately by dialing 314.529.9500. They will take necessary action to contact appropriate law enforcement agencies to deal with the situation.

If possible, evacuate the area where the event is taking place. Avoid panic in the area, but advise as many people as possible of the situation so that they can avoid the area too. Make careful mental notes of as much factual information as possible. This should include information like:

- Location of incident.
- Number and identity of hostages or perpetrators.
- Type and number of weapons or communications devices that are apparent.
- As much descriptive information as possible concerning the perpetrators.

When police arrives on scene, they will assume on-scene command of the situation and will direct all actions to counter the threat.

## EVACUATION

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, flood, or other MAJOR incident, it may be necessary to relocate all University personnel to a safer location.

### EVACUATION FROM A BUILDING:

1. **Walk, do not run.**
2. Do not use elevators.
3. If safe to do so, assist people with special needs as indicated by that person, or direct to the nearest stairwell, and contact Public Safety at 314.529.9500 for assistance with location.
4. Gather outside at a designated staging area. There your supervisor will take roll and account for all personnel.
5. If you cannot return to your building, wait for instructions from Public Safety or other organization in charge.

### “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, individuals with mobility disabilities are on upper or below ground floors.

1. If the hazard is fire or smoke, see “Fire” section of this guide.
2. If the hazard causes elevators to become inoperative (fire alarm sounds),
  - 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, and/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. Follow directions of the 911 operator.

# EVACUATION STAGING AREAS

If you are required to evacuate your building please refer to the staging area you are requested to go to. It is imperative you meet at the staging area so attendance can be taken and emergency personnel can determine if anyone is missing. Do not leave until you have been instructed to by emergency personnel responsible for taking attendance. They will be located wearing a reflective vest and hard hat at your designated staging area. Please understand with the immediate confusion and size of disaster, it could take a several minutes before the person responsible for the staging area arrives.

## **621 Maryville University Drive (formerly ESL bldg)**

Meet in northwest corner of the McNally Parking lot.

## **Art & Design – 3D Building**

Meet in northwest corner of the McNally Parking lot.

## **Art & Design**

Meet on the south side of the building across the parking lot.

## **Auditorium/ABAC Complex, Duchesne Hall & Huttig Chapel**

Meet in the quad where the bell is located, just North of Huttig Chapel.

## **Buder Family Student Commons**

Meet on the east side of the parking lot near the large dumpster that is located across from Elm/Oak.

## **Donius University Center**

Meet in the middle of the commencement lawn on the north side of University Center.

## **Gander Hall**

North side of Gander in the grass area inside Gander Circle closest to University Drive.

## **Library**

On the outside steps/grass area on the west side of University center near the Bookstore entrance.

## **McNally House**

Meet in northwest corner of the McNally Parking lot.

## **Mouton Hall**

Meet in the middle of the commencement lawn on the north side of University Center.

## **Simon Center**

Meet in the middle of the commencement lawn on the north side of University Center.

## **Student Apartments**

Meet on the east side of the parking lot near the large dumpster that is located across from Elm/Oak.



# MEDICAL EMERGENCIES

All University employees are encouraged to learn first aid and CPR and view a Blood Borne Pathogens training film. Consult with Health and Wellness office for more information 314.529.9520.

Before initiating care for a victim where there is a risk for touching blood or body fluids **consider using gloves or other personal protective equipment to reduce spread of infection.** Generally the risk for infection is low with mouth to mouth resuscitation. If you have an exposure to someone else's blood or body fluids, please report this to Health and Wellness office immediately.

If you are trained, the following are reminders about how to perform various first aid actions.

**ALWAYS CHECK THE SCENE TO BE SURE IT IS SAFE FOR YOU TO APPROACH THE VICTIM. IF IT IS NOT SAFE CALL 911! DON'T BECOME A VICTIM YOURSELF. Do not move the victim unless the scene is becoming unsafe or you need to move victim to assess or provide care to the victim.**

## ASSESS YOUR ADULT VICTIM FIRST!

- Tap and shout "Are you okay?"
- If no response, call 911 or send someone to do so.
- Tilt head back, lift chin
- LOOK, LISTEN, FEEL for breaths every 5 seconds
  - If no breaths pinch nose and give two breaths
  - If breaths go in
  - Feel for a pulse no more than 10 seconds

## START RESCUE BREATHING

if there is a pulse but **No Breathing**

- Give one breath every 6-8 seconds
- Continue until help arrives or victim recovers

## START CPR if there is **No Pulse** and **No Breathing**

- Victim must be on a hard surface
- Remove clothing obstructing middle of breastbone

- Place **heel of hand on middle of breastbone**, put other hand on top of the first hand. Align your shoulders directly above your hands.

**Depress chest 1-1/2 – 2 inches hard and fast 30 times at the rate of 100/minute. Give 2 breaths, repeat cycles of 30 compressions and 2 breaths until trained medical personnel arrive, an AED arrives or victim is breathing and has a pulse.**

## CHOKING – Cannot Cough, Breathe or Talk

- Ask permission to help
- Stand behind person, wrap arms around person and make fist with hand thumb side against victim's abdomen just above the belly button but below the ribcage. Cover fist with other hand
- Give thrusts up and in the abdomen to expel the object. Assess for further care. Call 911 if needed.

## BLEEDING – If bleeding is visible

- Apply pressure with gloved hand directly over wound with sterile or clean dressing
- Wrap firmly but comfortably. If bleeding persists, apply additional dressing, wrap and more pressure. Stay with victim until help arrives. Call 911 if bleeding persists or is copious, victim becomes ill in any way or you suspect head, neck, spine or other internal injuries

## HEAT RELATED ILLNESS

- Get victim to a cool place. Loosen clothing. Apply cool, wet cloth to skin
- Fan victim. If victim is conscious – have victim drink cool water. Call 911 if victim does not respond to efforts to reduce temperature or becomes more ill or unconscious.

# FIRE

## IF YOU DISCOVER FIRE ON YOUR FLOOR:

1. Manually activate the fire alarm system.
2. If safe to do so, immediately exit the building, closing doors behind you. **(DO NOT USE ELEVATOR!)**
3. Call 911 then Public Safety at 314.529.9500.

## ONCE FIRE ALARM IS ACTIVATED:

1. Walk to the nearest exit. **(DO NOT USE ELEVATOR!)**
2. Assist persons with special needs.
3. Notify Public Safety 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 Public Safety or firefighter.

## IF TRAPPED IN A ROOM:

1. Place wet cloth material around or under the door to prevent smoke from entering the room.
2. Close as many doors as possible between you and the fire.
3. Be prepared to signal to someone outside, but **DO NOT BREAK GLASS** until absolutely necessary (outside smoke may be drawn into room).

## IF CAUGHT IN SMOKE:

1. Drop to hands and knees and crawl toward exit.
2. Stay low as smoke will rise to ceiling level.
3. Hold your breath as much as possible.
4. Breathe shallowly through nose and use a filter such as a shirt or towel.

## 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.

## FIRE EXTINGUISHER INSTRUCTIONS:

1. Pull safety pin from handle.
2. Aim at base of fire.
3. Squeeze the trigger handle.
4. Sweep from side to side at base of fire.

# UTILITY FAILURES

Report any Utility Failure to Physical Plant by dialing 314.529.9304. If it is after normal business hours (7:30 a.m. to 4:30 p.m. Monday – Friday) or you get no answer, call Public Safety at 314.529.9500.

## Be prepared to provide the following information:

Your name

Phone number where you can be reached

Building name

Nature of the incident

Floor(s) or area affected

Room number

## ELECTRICAL FAILURE

- Physical Plant will assess the situation and determine the appropriate course of action.
- In the event of a significant power failure, the building's emergency generator may provide limited electricity to crucial areas of the building, inclusive of emergency lighting.
- Turn off ALL electrical equipment, including computers. Do not turn any electrical equipment back on until given the approval of Physical Plant.
- Some building's emergency lighting power source is provided by battery and will have a limited amount of time the emergency lighting remains on. In this instance, you should evacuate the building immediately when the emergency lighting comes on; this is especially important if there is limited or no natural lighting available along your exit path. DO NOT re-enter the building until all power has been restored.
- Be mindful that elevators will not function in a power failure. Use the stairs if you evacuate the building.
- If you are trapped in an elevator, use the elevator's emergency phone to notify Public Safety. If there is no emergency phone in the elevator, trigger the elevator's emergency alarm button.

## STEAM LEAKS

- If the steam leak is inside a building, evacuate the area and close the door behind you. Steam can cause severe burns, displace oxygen, and moisture from steam can conduct electricity.
- A steam leak may cause the building's fire alarm to sound. Even if you have ascertained the problem is a steam leak, exit the building immediately.

## WATER LEAKS/FLOODING

- In the event of water leaks, try to contain the leakage in a container to minimize damage or safety hazards. If it is a significant water leak, avoid the areas where water has accumulated, and wait for help. Water makes an excellent conductor of electricity; thus electric shock is a strong possibility.

# TORNADO/SEVERE THUNDERSTORM

Know the location of the nearest emergency shelter for your location!

## **SEVERE THUNDERSTORM WATCH:**

Conditions are right for a severe thunderstorm. Continue with normal activities, but continue to monitor the situation.

## **SEVERE THUNDERSTORM WARNING:**

Severe thunderstorms are occurring. Be prepared to move to a place of shelter if threatening weather approaches.

- Remain indoors and away from windows until the severe storm passes. If large hail begins to fall, seek immediate shelter.
- Report any injuries and damage by dialing 314.529.9500.
- Be prepared to give the following information:
  1. Your name
  2. Building name
  3. Type of injury or damage
  4. The location of any injured person(s) or building damage
  5. Room number you are calling from

## **TORNADO WATCH:**

Conditions are right for a tornado. This is the time to prepare. You should keep alert by listening to radio, television or weather radio for the latest weather information. Be prepared to take cover should the weather change or a warning is issued.

## **TORNADO WARNING:**

This means a tornado has been sighted or indicated by radar. People in the path of the storm should take immediate life saving actions.

St. Louis County Police Department will activate the outdoor warning system whenever the National Weather Service issues a tornado warning for a Missouri county adjacent to St. Louis County AND the direction of the storm poses a threat to St. Louis County. If a tornado warning is subsequently issued for St. Louis County, the sirens will again be activated. This policy was created to provide more time for the residents of St. Louis County to seek shelter and gather information from radio and television stations concerning the tornado warning. Immediate evacuation may not always be warranted based upon the location of the storm so it is important you monitor the storm via radio or a television.

### **During a tornado warning take the following actions:**

- **SEEK IMMEDIATE SHELTER** (Individuals with disabilities: follow the same procedures): When warning sirens sound, seek shelter, preferably in a basement or below-ground evacuation location. A steel-formed or reinforced concrete building provides some protection. In a multi-story building, seek shelter in an interior hallway or a lower floor. Check local radio and television stations concerning the tornado warning.
- Stay away from outside walls, exterior doors and glass windows or partitions. Do not open windows.
- Basements and interior hallways or rooms on lower floors offer good shelter.

*TORNADO/SEVERE STORM - CONTINUED ON NEXT PAGE*

## **TORNADO/SEVERE STORM - CONTINUED**

- In a vehicle, get out and seek shelter in a nearby well-built structure. If you cannot find a well-built structure nearby, seek out a ditch or ravine, which can offer some protection. Lay prone; face down, with your hands covering your head.
- After the all clear, leave badly damaged buildings, if it is safe to do so. Elevators may not work in damaged buildings (the electrical power may be out or there may be damage to the elevator equipment).
- If you are surrounded by debris, be aware that removing some of it can cause other debris or part of the building to collapse. If it is not safe or possible to leave the area, stay there until assisted out.
- Do not attempt to return to the building unless directed to do so by Public Safety. Do not attempt to turn on or off any utilities or other equipment.
- Report all injuries and damage to Public Safety by dialing 314.529.9500.

### **BE PREPARED TO GIVE THE FOLLOWING INFORMATION:**

1. Your name
2. Building name
3. Type of injury or damage
4. The location of any injured person(s) or building damage
5. Room number you are calling from

### **ALL CLEAR MESSAGE:**

There is NO all clear message sounded through the siren system. Public Safety will attempt to notify the community when the threat has expired but this will take several minutes to do. 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.

## **SNOW OR ICE STORM**

In circumstances involving snow or ice, Public Safety or Physical Plant will determine the condition of roads and walkways.

### **IMMEDIATE ACTION**

Physical Plant personnel will respond after a snow or ice storm to remove snow and spread sand and salt if ice is present.

### **DECISION**

When weather conditions are so extreme that the administration decides it is necessary to postpone or cancel University activity, the public will be notified as follows:

- The president or designee will make the decision to close the University.
- The vice president for academic affairs will contact the local radio stations so they can broadcast the closing announcement.
- Each department or office will be responsible for notifying its members.
- Announcement on website: [www.maryville.edu](http://www.maryville.edu)

# ACTIVE SHOOTER INCIDENT

## EXIT THE BUILDING IMMEDIATELY

When you become aware of the incident, move away from the immediate path of danger and take the following steps:

1. Notify anyone you may encounter to exit the building immediately
2. Evacuate to a safe area away from danger and take protective cover
3. Stay there until assistance arrives or the area is no longer safe
4. Call 911 and provide the dispatcher with the following information:
  - Your name
  - Location of incident
  - Number of shooters (if known)
  - Identification or description of shooter(s)
  - Number of persons who may be involved
  - Your location
  - Injuries to anyone (if known)

**Individuals not immediately impacted by the situation are to take protective cover, staying away from windows and doors until notified otherwise.**

## IF YOU CAN NOT EXIT THE BUILDING SAFELY

If you are directly involved in an incident and **exiting the building is not possible**, the following actions are recommended:

1. Go to the nearest room or office
2. Close and lock the door, if possible
3. Turn off the lights
4. Seek protective cover
5. Keep quiet and act as if no one is in the room
6. Do not answer the door
7. Call 911 if it is safe to do so, providing the dispatcher with the following information:
  - Your name
  - Location of incident
  - Number of shooters (if known)
  - Identification or description of shooter(s)
  - Number of persons who may be involved
  - Your location
  - Injuries to anyone (if known)