

- Be familiar with the Building Emergency Action Plan for each building where you teach or conduct research.
- Provide your classes with general information about emergency procedures. The beginning of each semester is an ideal time to discuss emergency procedures. At a minimum, discuss procedures for evacuation and taking shelter.
- Speak with students from other countries and make sure they are aware of the 911 system.
- Know how to report an emergency from the classroom, laboratory or your office.
- Take charge of the students in your classroom or laboratory.
- Follow the appropriate procedures for all building alarms or incident alerts.
- Ensure that students with disabilities or special needs have the information and assistance they may require during an emergency.
- Sign up for the University's emergency notification system at myHR.

The University of Missouri is committed to protecting the welfare of its community members and safeguarding the property and vital interests of the University. To meet this commitment, the University has established individual building Emergency Action Plans as well as a comprehensive Emergency Operations Plan. As a faculty member, you play an important role in the implementation and effectiveness of these plans.

To Report an Emergency:

Call 911.

Building Specific Emergency Action Plans:

Contact individual building coordinators.

For More Information:

Environmental Health and Safety: 882-7018.

<http://ehs.missouri.edu/index.html>

MU Notification:

Be informed of campus emergencies! Sign up for the Emergency Notification System at myHR.

<https://myhr.umsystem.edu/psp/prd/?cmd=login>

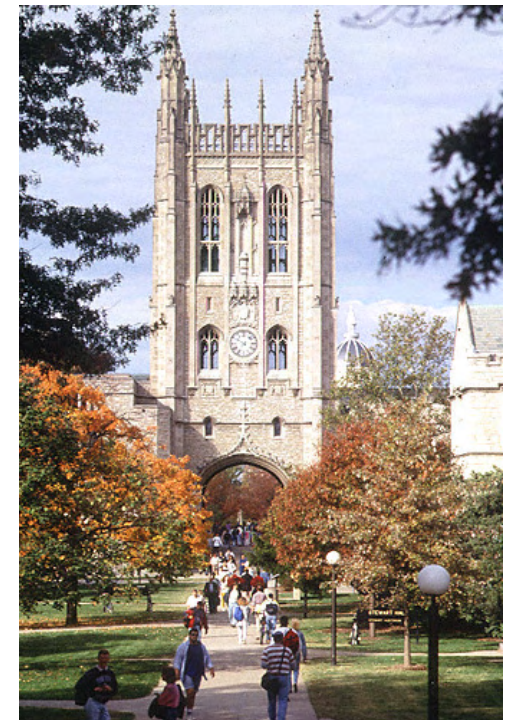
MU Alert:

The MU Online Emergency Information Center can be found at:

<http://mualert.missouri.edu/>

<https://myhr.umsystem.edu/psp/prd/?cmd=login>

Faculty Guidance for Emergencies



Important Information for University of Missouri Faculty

Tornado

Tornado warnings require you to stay inside a building to protect your students and yourself.

1. Stop Class
2. Instruct your students to stay in the building. Going outside poses a risk of injury of death.
3. Move to the lowest floor of the building. Select an interior space with no windows and avoid rooms with mechanical equipment like fume hoods or other ventilation equipment. This location should be designated in the Severe Weather Section of your building's Emergency Action Plan.
4. If possible, find a room with a landline telephone as cell phone networks may be overwhelmed.
5. Listen to the radio or television and monitor email and the MU Alert website <http://mualert.missouri.edu/> until you are told all is safe to evacuate.

Please Note: Tornado Sirens are tested in Columbia at noon on the first Wednesday of every month. Outside sirens are not intended to be heard inside a building, but are to alert individuals outside who need to seek shelter.

Active Shooter

If an armed person enters the building or you hear gunfire, take immediate steps to protect your students and yourself.

1. Stop Class
2. If you are near an exterior exit, try to escape from the building
3. If you are in an office or classroom, immediately close the door and lock it if possible. Use desks and chairs to block the doorway.
4. Stay away from windows and out of view. Turn off the lights. Get behind heavy furniture or anything that will hide you and provide some cover. Stay hidden until the police arrive.
5. If a phone is available, call 911.
6. If you are in an open area, find a room to hide in.
7. If the gunman approaches you, your actions will depend solely on your judgment and capabilities. No strategy is 100% effective.

Building Evacuation

In the event of a fire or other emergency that requires evacuation, take immediate action that includes accounting for everyone who was in the building.

1. Stop Class
2. Instruct students to collect their personal belongings and follow you.
3. Immediately evacuate the building using your preplanned evacuation routes. If you do not know your route, select a path to get out of the building quickly.
4. Do not use elevators.
5. If you are able to assist mobility-impaired individuals, do so. If not, immediately call 911.
6. If the cause of the evacuation was a fire, do not attempt to extinguish the fire by yourself.
7. Once out of the building, gather at the pre-planned assembly area.
8. Do not re-enter the building for any reason.

For more information on other type of emergencies, please refer to the EHS Website:

<http://ehs.missouri.edu/other/er/>

To request copies of the Emergency Procedure Poster, please call (573) 882-7018.