

B

Barricade in place

When it is necessary to barricade-in-place, you will be the safest by placing a locked door or other obstacle between you and the associated violence or danger.



What to do:

- Remain calm.
- If you are outside during a barricade-in-place emergency that should seek cover in the nearest unlocked building.
- If the buildings in the immediate area have exterior doors are locked, continue to move away from the danger, seek cover, move to another building, or leave campus if it is safe to do so.
- Once inside, find an interior room and lock or barricade the doors.
- To minimize vulnerability, turn off lights, silence phones, draw blinds and move away from windows.
- Await further instruction from MU Alert and emergency personnel.
- Do not leave until an "All Clear" is received.

If there is any doubt about the safety of the individuals inside the room or building, the area needs to remain secure. Allowing someone to enter a secure location may endanger you and others. Use good judgment. If there are individuals outside the secured door who wish to get in, several factors should be considered to determine if it is safe:

- Can you see the area outside the door to determine that someone is not lying in wait? Is it a trap?
- If a physical description of the subject was given in the barricade-in-place alert, consider similarities such as age, race, clothing description, height, weight, sex, and hair and eye color.

If the decision is made to let a person in, consider the following:

- Have the person leave anything he or she is carrying (a backpack, laptop case, package, etc.) on the ground, outside of the secure area.
- Have the subject lift up his or her shirt, coat and/or jacket until the waistline is visible and rotate 360 degrees to see if he or she is concealing a weapon.

Remember, always use good judgment. There are exceptions to all guidance and prescribed directions.

E

Evacuate to safety



*Determine in advance your nearest exit and emergency evacuation route.
Establish an alternative way out in case the nearest exit is blocked or unsafe.*

What to do:

- If time and conditions permit, secure your workplace and take with you important personal items such as your keys, purse, medication, or eye glasses.
- Follow instructions from emergency personnel including avoiding certain areas if applicable.
- Check doors for heat before opening. Do not open a door if it feels hot.
- Walk – do not run. Do not push or crowd.
- Keep noise to a minimum, so you can hear emergency instructions.
- Use handrails in stairwells, and stay to the right.
- Assist people with disabilities.
- Move quickly away from the building.
- Head to your assembly point, unless otherwise instructed.
- Watch for falling glass and other debris.
- Keep roadways and walkways clear for emergency vehicles.
- If you have relocated away from the building, do not return until notified that it is safe to do so.

Note that it may or may not be wise to exit during an emergency. If the hazard is outdoors, it may be safer to shelter-in-place or just move to another part of the building. If there is a fire, leave immediately. Emergency response personnel may advise you which to do — evacuate or shelter-in-place — but if they don't, THINK and use common sense as your guide.

S

Shelter in place



Shelter-in-place events are usually weather related emergencies. When it is necessary to shelter-in-place, you will be safest by moving inside to a building space that protects you from the danger. Do not lock doors behind you as others may also need to shelter-in-place.

What to do:

- Remain calm.
- Immediately seek shelter inside the closest sturdy building. Do not wait until you physically see a tornado or severe weather event to react.
- Resist the temptation to go outside and check the weather conditions yourself.
- Once inside, stay away from windows, glass, and unsecured objects that may fall.
- Seek shelter in interior rooms and corridors.
- Avoid large free-standing expanses such as auditoriums and gymnasiums.
- Do not use elevators.
- Monitor weather events using a weather radio if available.
- Await further instruction from MU Alert and emergency personnel.
- Do not leave until an “All Clear” is received.

During a tornado, seek shelter on the lowest level possible. If warranted, consider crouching near the floor and seeking additional shelter under a sturdy desk or table, or cover your head with your hands. Remember, always use good judgement. There are exceptions to all guidance and prescribed directions.

T

Think for yourself



Think-for-yourself should be a component every time you are taking action in response to an emergency situation. Directions given from MU Alert apply to the majority of people and locations, but they may not be appropriate for your current location and situation. Always have a plan on how you'll react to any situation, no matter where you are.

What to do:

- Remain calm.
- Analyze your current location; consider your current personal situation; include information provided by MU Alert.
- Decide if Barricade, Evacuate, or Shelter is appropriate; if not, evaluate your other options and act accordingly.
- Continue to monitor MU Alert.
- Continue to follow directions from emergency personnel.

Remember, always use good judgement. There are exceptions to all guidance and prescribed directions.

Follow the BEST (Barricade, Evacuate, Shelter, Think) protocol during an emergency. Even when a specific directive is given, continue to think and act accordingly using the BEST choice for your current location and situation.