

# NOTE TO INSTRUCTORS

## Emergency Information for Students

Please share this important emergency information with your students at the beginning of each semester. It should only take 2-3 minutes to complete.

### FIRE



#### IN THE EVENT OF A FIRE

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- Activate the fire alarm (If your building is not equipped with an alarm, notify building occupants in a loud, clear voice.)
- Alarm stations are usually located at or near building exits.
- Exit the building using the nearest marked exit and call 9-1-1.
- On your way to the exit, identify people who are disabled or unable to leave the building under their own power.
- Assemble outside as a group to ensure everyone has left the building safely.
- Do not return to the building until the all clear is given.

### TORNADO

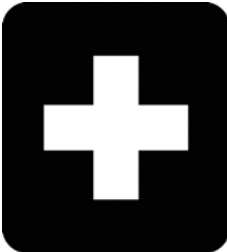


#### UPON NOTIFICATION OF A TORNADO WARNING

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- Take shelter immediately inside the building.
- Move to the lowest interior corridor or stairwell.
- Stay away from doors and windows.
- Do not seek shelter in an auditorium.
- If there is not enough time to leave an auditorium, move to an interior wall.
- Cover your head and face. Kneel facing walls.

### MEDICAL



#### IN THE EVENT OF A MEDICAL EMERGENCY

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- Call 9-1-1 immediately.
- Provide the type of emergency, the condition of the victim, and the location of the victim.
- Send one or more people to the building's entrances to direct emergency personnel to the victim.
- Do not move the individual unless authorized, or if it is obvious that delay in movement would be harmful to the victim.

### THREAT



#### IN THE EVENT OF AN ACTIVE THREAT INCIDENT

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- Stop what you are doing and call 9-1-1.
- If it is safe to do so, try to escape from the building. Notify others of the danger as you exit.
- If escape is not feasible, close and lock the door. Barricade the doorway.
- Turn out lights, get out of view and hide until police arrive or you can escape.
- If the gunman approaches you, throw objects at his/her face to distract them. Move in an attempt to immobilize the attacker by securing their limbs and using your body weight to take them to the ground.
- Secure the weapon in a trash can and **DO NOT** hold onto it.
- Call 9-1-1 in situations where there is a physical threat to you or someone else.
- Call MU Police at 882-7201 if you are concerned about suspicious individuals or activity on campus.