

Emergency Management

A detailed plan regarding emergency procedures is located on the School's website. A hard copy of the plan may be obtained from the Office of Facilities and Campus Safety, the Office of Administration and Human Relations, the Office of Student Engagement, and the Office of Residence Life.

Potential Emergency Scenarios

Evacuation

Evacuation means to exit a facility as directly and safely as possible. Evacuation is appropriate when conditions inside a structure pose a threat to the health and safety of building occupants, and leaving the facility is safer than remaining inside of it. Fire or unsafe conditions within a building are examples of situations in which evacuation may be necessary.

Evacuation should occur through the nearest exit, but depending on the circumstances, an alternate or secondary evacuation route may need to be used.

Strategies for an Effective Evacuation

The goal of evacuation is to leave the premises as quickly and safely as possible. The following strategies MAY promote an effective evacuation:

- Exit the premises through the nearest marked exit (which may be an interior stairwell).
- Evacuation should occur through the nearest exit, but depending on the circumstances, an alternate or secondary evacuation route may need to be used.
- Exit immediately; do not return for personal items.
- Leave the building; do not go to another floor or search for others within the building.
- If possible, inform others of the evacuation.
- If possible, help others evacuate.
- Evacuate regardless of whether others agree to follow.
- Prevent individuals from entering an area where the hazard might be.
- DO NOT USE ELEVATORS unless directed to by law enforcement or School emergency personnel.

Evacuation for Persons with Disabilities:

The School has designated certain locations on each floor of the campus as Areas of Rescue Assistance. These are areas in which persons with limited mobility may congregate and await first responders.

Andersen Hall

A-401

A-402

Andersen Hall 6th Floor Lounge

School Building

329

420

507

607

707

During an event that requires evacuation, a person with disabilities may have the following evacuation options:

- Horizontal evacuation (e.g., going from one building into a connected, adjacent building on the same level).
- Vertical (e.g., stairway) evacuation (toward the ground floor of the building).
- Proceeding to an Area of Rescue Assistance to await evacuation.
- Staying in place to await evacuation (e.g., office, classroom, dormitory room).

Individuals with mobility impairments may not be able to exit a building without help from emergency response personnel. Persons who are unable to evacuate should await evacuation assistance in designated rescue locations, such as an Area of Rescue Assistance.

Fire

Before any incident, be prepared. Know the location of the nearest red fire alarm pull box and exits. In a power failure or excess smoke, it may be necessary to evacuate in the dark.

Follow evacuation procedures. Always briefly touch the back of the door to see if it is hot. If the door is hot, do not open the door or attempt to exit that way. If door is cool to touch, proceed with evacuation.

Do **not** use the elevators during evacuation.

Lockdown and Lockout

Lockdown: During a lockdown, find a room with a door and lock yourself inside. Turn off all lights and anything that can cause noise (computer, TV, cell phone). Stay out of sight and remain locked down until you receive further instruction.

Lockout: During a lockout, the outside doors to the school are locked to prevent someone from entering. Follow instructions from the Emergency Management Team (in event of a lockout, the school may also lockdown at this time).

Power Outage

Notify campus safety about your situation and building location. Proceed cautiously to an area that has emergency lights. Do not light candles or use any type of flames for lighting. Do not use the elevator.

Active Shooter/Armed Threat

If you find yourself in an Active Shooter event, your survival may depend on whether or not you have a plan. The plan doesn't have to be complicated. There are three things you could do that make a difference: **Run. Hide. Fight.**

Run: If you can get out, do. Always try and escape or evacuate, even if others insist on staying. Encourage others to leave with you, but don't let them slow you down with indecision. Leave your belongings behind and try to find a way to get out safely. Do NOT pull the fire alarm. Once you are out and safe, try to prevent others from entering the danger zone and call 9-1-1.

Hide: If you can't evacuate safely, hide. Act quickly and quietly, try to secure your hiding place the best you can. Turn out lights and if possible, remember to lock doors. If the door does not lock, improvise and use large furniture/equipment to barricade yourself in. Silence your ringer and vibration mode on your cell phone. If you can't find a safe room or closet, try to conceal yourself behind large objects that may protect you. Do your best to remain quiet and calm.

Fight: As a last resort, if your life is at risk, whether you're alone or working together as a group: Fight. Act with aggression. Improvise weapons and disarm the shooter. Commit to taking the shooter down, no matter what.

Try to be aware of your environment. Always have an exit plan. In an incident like this, victims are generally chosen randomly. The event is unpredictable and may evolve quickly. The first responders on the scene are not there to evacuate or tend to the injured. They are well trained and are there to stop the shooter.

Your actions can make a difference for your safety and survival. Be aware, and be prepared. Remember: **Run. Hide. Fight.**

Run:

- If there is an escape path, attempt to evacuate
- Evacuate whether others agree to or not
- Leave your belongings behind
- Help others escape if possible
- Prevent others from entering the area
- Call 9-1-1 when you are safe

Hide:

- Lock and/or blockade the door.
- Silence your cell phone.
- Hide behind large objects.
- Remain very quiet.

Your hiding place should:

- Be out of the shooter's view
- Provide protection if shots are fired in your direction
- Not trap or restrict your options for movement

Fight – As a last resort, and only if your life is in danger:

- Attempt to incapacitate the shooter
- Act with physical aggression
- Improvise weapons
- Commit to your actions

When Law Enforcement Arrives:

- Remain calm and follow instructions
- Keep your hands visible at all times
- Avoid pointing and yelling
- Know that help for the injured is on its way

No one wants to consider the possibility of an armed threat, but you can protect yourself by knowing how to “Lockdown” and also by familiarizing yourself with these other strategies. For more information on response to an Active Shooter/Armed Threat, go to All Hazards Guide – Lockdown or Lockout.

Severe Weather

Watch v. Warning: During watch, normal School operations will usually continue; students should keep a close eye on changing weather conditions and be prepared to take action when necessary.

Tornadoes

If there is a tornado WARNING, take shelter immediately; ideally, take shelter in the lowest level of the building with no windows. Go into an interior hallway (closet, etc.) and stay away from corners, windows, doors, and outside walls.

Heavy Snow/Blizzard

Do not travel unless absolutely necessary. Check for school closings through news sources, MSM website, MSM email, and text messages.

Hurricane

If you are in MSM when a hurricane/tropical storm hits, the School or civil authorities will advise you whether to/how to shelter in place.

Earthquake

Do not evacuate. **Drop** to the floor. **Take cover** by getting under a sturdy desk or table, and **hold on** to it until the shaking stops.

Gas Leak, Fumes, or Vapors

If a gas leak of any type is suspected, call 9-1-1 or campus safety from a safe, unaffected area. Do not call from the area of the potential leak.

Shut off the source of the gas leak if immediately apparent, if it is easy to do (kitchen appliance, portable heater). Only shut down the leak source if you have the knowledge and ability to do so without jeopardizing your safety.

Water Leak/Flood

Identify the source; if you are able to stop it (unclog drain, turn off water), do so cautiously. Unless evacuation presents an imminent risk, leave the area. Contact authorities – call 9-1-1 if needed, contact Campus Safety. Use extreme caution if there are electrical appliances or outlets near the flooded area.

If possible, turn off electrical circuit breakers to the area. Avoid standing in flood water, as it can carry electrical current. Flood water can be contaminated – avoid contact with sewer water as it poses a serious health risk.

Emergency Kits

Emergency Kits can be found in the following areas:

- Heckscher Library (second floor, main School building)
- Myers Recording Studio (third floor, main School building)
- Neidorff-Karpati Hall (first floor, main School building)
- Greenfield Hall (first floor, main School building)
- The MSM Cafeteria (lower level, main School building)
- The MSM Library (third floor, Andersen Hall)
- Ades Performance Space (main floor, Andersen Hall)
- The 6th floor lounge in Andersen Hall
- Cellar Practice Rooms (Cellar, Andersen)
- A-401 (Andersen, 4th Floor)

Each Emergency Kit is equipped with:

- Backpack with multiple pouches and removable organizer
- 1 Battery powered flashlight (2D cell batteries included)
- 1 Red Cross Eton Hand Crank Emergency Radio
- 1 Emergency blanket, 4.5'x7'
- Moist towelettes (individually wrapped)
- 1 Pen light
- Food packets, 2,400 calories total, 5 year shelf life (ingredients include wheat flour, vegetable shortening, granulated sugar, salt, water and coconut flavoring)
- Water pouches, total of 16 ounces, 5 year shelf life
- Procedural breathing mask
- Rain poncho (adult sized)
- 1 Roll of duct tape, 2" x 30 yds
- 1 Water container, holds 3.5 gallons
- 1 Whistle
- 1 Hygiene comfort kit, including toothbrush, toothpaste, shampoo, lotion, soap, deodorant, washcloth, comb, and mesh shower bag
- 1 45-piece First aid kit, including compresses, adhesive bandages, first aid tape, antiseptic wipes, hand sanitizer, gauze, and latex-free gloves



MSM Emergency Texting

To sign up for emergency text notifications, go to the My Info section and click the “My Emergency Text Signup” link and enter your information. Alternatively, you may stop by the Office of Student Engagement, where the Staff can sign you up to receive emergency text messages.

Enrolling in the emergency text system is very important. The MSM Emergency Management Team will send text messages to students, faculty, and staff during emergencies. For example, if MSM closes due to inclement weather, you will receive a text message, such as:

Due to inclement weather, MSM has decided to cancel all classes, rehearsals and performances on Thursday, February 9th. Administrative Offices will also be closed.