

## EMERGENCY PREPAREDNESS AND EVACUATION

The University's *Emergency Notification and Alerting Policy* can be found on [LancerLink](#) under Operational Policies.

### GENERAL INSTRUCTIONS FOR ALL EMERGENCY SITUATIONS

1. GET OUT OF IMMEDIATE DANGER
2. REPORT THE SITUATION - 911 (9-911 if on campus)
  - Nature of the emergency
  - Your name
  - Phone Number from which you are calling
  - Your location
  - Answer any questions and do not hang up the phone until the operator is finished
  - After notifying emergency personnel, notify Campus Safety at 661-9883 or 668-1619.

### OTHER IMPORTANT PHONE NUMBERS:

Campus Safety: (605) 661-9883 or (605) 668-1619  
Facility Services: (605) 668-1500  
Vice President for Student Success: (605) 668-1491  
Student Health Center: (605) 668-1587  
Human Resources: (605) 668-1525  
Residence Life: (605) 668-1619  
Poison Control Center: 1-800-764-7661

### EVACUATION PROCEDURES

1. WHEN ORDERED TO EVACUATE OR WHEN ALARMS ARE ACTIVATED, ALWAYS LEAVE IMMEDIATELY. Evacuation notices will be announced via the Campus Alert Notification (CAN) System.
  - Unless ordered otherwise by officials, Facilities personnel or designee (Building Managers may be designated) shall direct and ensure, to the extent practical, that a safe personnel evacuation is conducted. Treat all alarms as warning of an actual emergency situation.
  - All department heads, faculty, managers and supervisors must help direct employees, students, visitors and each other to obey evacuation instructions of Facilities personnel and emergency response personnel.
  - Facilities personnel or designee shall notify emergency personnel immediately upon their arrival at the scene concerning the status of the evacuation, the exact location of any injured or trapped persons, those waiting in designated Areas for Evacuation Assistance and any others who may be anywhere in the building and any other relevant information on the emergency situation.
2. EXIT QUICKLY AND CALMLY USING NEAREST EMERGENCY ESCAPE ROUTES AND MARKED EXITS AND PROCEED TO SAFE ASSEMBLY LOCATIONS. DO NOT USE ELEVATORS.
  - Do not attempt to use elevators during an emergency. Use only stairways in an evacuation.

- Use clear, safe escape routes and exits and proceed to the nearest outside Safe Assembly Location shown on this building's posted evacuation map or to a location ordered by emergency response personnel. Do not return to an evacuated building until directed by University officials.
- If possible, take your coat and keys but do not take time to go to lockers or offices for personal possessions.
- If possible and safe, turn off laboratory gases, exhaust fans and close doors/windows as you exit.

3. ASSIST PERSONS REQUIRING EVACUATION ASSISTANCE TO GET TO DESIGNATED AREAS FOR EVACUATION ASSISTANCE. BE ALERT FOR TRAPPED, INJURED, OR OTHER PERSONS NEEDING ASSISTANCE

*Emergency Evacuation Process*

The process of safely negotiating an emergency evacuation route can often present difficulties to building occupants who are physically challenged. Whether the impairment is temporary or permanent, a specific evacuation plan of action tailored to the occupant's special needs should be developed and practiced. The names of transient students and visitors should not be included on the list except upon their request.

*Building Managers*

Building Managers have been designated to assist disabled occupants to predetermined safe locations during an emergency evacuation. This procedure was devised to enhance the personal safety of those who may be physically challenged and may require the assistance of others in the event of an emergency evacuation.

*ADA EVACUATION*

*Purpose*

The purpose for developing the ADA list is to provide another opportunity for persons experiencing temporary or permanent disabilities to receive assistance during emergency situations. Upon receiving a name, MMU Student Life and Human Resources shall record and forward the names within 24 hours to Facilities where the name(s) will be retained and placed on the master "ADA Evacuation Assistance List." Facilities personnel will provide leadership for planning and practicing evacuation drills for these persons. Each individual is ultimately responsible for their own safety, so plan ahead!

*Voluntary Participation*

Occupant participation is voluntary and under no circumstances shall an individual be required to have their name placed on the ADA Evacuation Assistance List. Students living in residence halls should coordinate their evacuation plan with Residence Life (668-1541). Residence Life will develop and maintain the ADA list and a copy will be forwarded to Facilities for further dissemination, including the inside of specific fire alarm panel boxes.

*Confidentiality*

Confidential information appearing on the ADA list will include the individual's name, building/room location, and physical condition/special needs. This information should be forwarded to Facilities to be used those purposes described herein.