

MUSKINGUM UNIVERSITY ON CAMPUS EMERGENCY PROCEDURES GUIDE

If you have any questions or concerns, please call the following offices.
Campus phones, dial 9 before the extension.

Student Life(740) 826-8080

Campus Police(740) 826-8155

"The Campus Police number should be programmed into your cell phone"

9-1-1 for Emergencies Only

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Most bomb threats that are called in to an office or person are intended to disrupt normal business and activities and do not actually involve a bomb. Nonetheless, every bomb threat must be taken seriously until investigated to ensure the safety of building occupants.

In most instances, the call will be very brief. If you do get a call, attempt to keep the caller on the line as long as possible.

WHAT TO DO IF YOU RECEIVE A BOMB THREAT:

1. Call Campus Police immediately at (740) 826-8155.
2. Follow the direction of the appropriate university and emergency personnel.

QUESTIONS TO ASK:

- When is explosive device set to explode?
- Where is it right now?
- What does it look like?
- What kind of explosive device is it?

EXACT WORDING OF THE THREAT: _____

Name of caller: _____ Race/Nationality: _____
_____ Length of call: _____
Number at which call is received: _____

BOMB THREATS

tinuous sounding of the fire alarm and the flashing of the fire alarm strobe lights located throughout buildings is the al for immediate evacuation from the building. (Although a fire alarm is the primary means of notification, there may mes when a verbal or intercom notification will be required.)

DVANCE:

ome familiar with your residence hall area and routes of emergency exit. The Residence Life Staff will provide mation on a primary route to exit the building and alternate routes in the event a planned route is blocked. Be liar with numbers of floors, at what level a stairwell exits to the outside, and other building conditions such as orary blockage or construction.

IN NOTIFICATION OF EVACUATION:

mmediately evacuate the building.

Stop what you are doing and walk— do not run—to the primary or alternate route that has been identified. Close but do not lock doors behind you.

Use stairs. Do not use elevators. If power fails, persons inside elevators will become trapped.

Once outside of the building, follow the direction of the appropriate university and emergency personnel to where you should gather.

BUILDING EVACUATION

Chemical spills or releases may occur within any university facility.

CHEMICAL SPILL OCCURS:

If a chemical spill or release takes place, notify Campus Police at (740) 826-8155. Make sure to advise police of the exact location of the spill, the room and building, and a phone number at which you may be reached. Describe any known injuries. (Even a broken thermometer and the release of mercury is considered a chemical spill and should be handled, only by a person who is trained or equipped to respond properly).

Do not make personal contact with any chemical.

The Police will determine if the New Concord Fire Department or a Hazmat response is required.

Follow the direction of the appropriate university and emergency personnel.

CHEMICAL SPILLS

1 In a severe earthquake, there is much you can do to prevent or minimize injuries.

BEHAVIOR DURING AN EARTHQUAKE

If you are inside:

Stay calm.

Watch for falling objects.

Crawl under a table or desk, or stand in a doorway.

Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.

If you are outside:

Move to an open area away from buildings, trees, and power lines.

If forced to stand near a building, watch for falling objects.

If you are in an automobile:

Stop your vehicle in the nearest open area.

Stay in the vehicle until the shaking stops.

ADVANCE:

DO NOT OVERLOAD an elevator. Overloading may cause a malfunction and result in not being able to open doors or getting stuck between floors.

IN ELEVATOR MALFUNCTIONS:

Use the elevator emergency phone if available, to seek assistance. Cell phones may be used to call Campus Police at (740) 826-8155.

Make sure to report the exact location of the problem and, if known, the cause.

Be as calm as possible and do not make comments that might panic others in the elevator car.

If a medical emergency should develop, call 9-1-1, and then notify Campus Police by cell phone.

Never attempt to pry open an elevator door without direction from the appropriate emergency officials.

nicals, leaking gas, or faulty boilers could all be the cause of life-endangering explosions.

IF AN EXPLOSION OCCURS:

Remain calm and call 9-1-1.

Be prepared for possible further explosions.

Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.

Follow the direction of the appropriate university and emergency personnel.

If evacuation is ordered, proceed to one of the designated exits.

Do not move seriously injured persons unless they are in obvious immediate danger (fire, building collapse, etc.).

Open doors carefully. Watch for falling objects.

Do not use elevators.

If requested, you may choose to assist persons with disabilities who appear to need direction or assistance.

Do not use matches or lighters.

Avoid using telephones or cell phones.

EXPLOSIONS

REPORT A FIRE DIAL 9-1-1

Pressing the fire alarm pull station will not automatically notify the fire department or Campus Police.

RESPONSE TO FIRE ALARMS:

When the fire alarm sounds, evacuate the building.

If your door is shut, check the handle before opening. If hot, go to your window and shout for help.

Do not use the elevators.

Follow the direction of the appropriate university officials and emergency personnel.

Leave all parcels and personal property inside.

Remain approximately 100 feet from the exits to help facilitate clear access to the building for the Fire Department.

Return to the building only when instructed to do so by fire personnel or campus police.

WATER LEAK OCCURS:

Remain calm. Notify the Campus Police at (740) 826-8155 or Residence Life Staff immediately. Report the exact location and severity of the leak.

Beware of possible electrocution hazard. If an electrical source is present, use caution and evacuate the area.

Never attempt to unplug or remove an electrical appliance or wire from a flooded area.

Be prepared to follow the directions of the appropriate university personnel responding to the situation.

Be prepared to assist as directed in protecting objects that are in jeopardy. Take only essential steps to avoid or reduce immediate water damage, such as covering objects with plastic sheeting or moving small or light objects out of danger.

MEDICAL EMERGENCY OCCURS:

Call 9-1-1 indicating the nature of the problem and the exact location of the injured or ill person. Inform Campus Police at (740) 826-8155 after you have contacted 9-1-1.

If 9-1-1 is dialed from a campus phone or cell phone, it will be answered by Muskingum County Sheriff's office.

Notify the dispatcher that the incident is on Muskingum University campus.

If any of the following conditions exist, call 9-1-1.

- a. Unconsciousness
- b. Suffocation or breathing difficulties
- c. Severe pain (or pain/pressure) in chest
- d. Severe bleeding
- e. Any other life-threatening or potentially permanently-disabling injury or illness

Be prepared to assist the appropriate university or emergency officials in clearing the scene, escorting EMS (Emergency Medical Service) to the scene, or any other task as necessary.

POWER OUTAGE OCCURS IN YOUR RESIDENCE HALL OR BUILDING:

Remain calm.

Report the outage to Campus Police or Residence Life Staff member.

Provide assistance to others in your immediate area who may be unfamiliar with the space.

If you are in an area without lights, proceed cautiously to an area that has emergency lights.

Residence Life Staff will have flashlights available if needed. Please do not light candles, camping lanterns or any other open flame sources for lights.

If you are in an elevator, stay calm. Use the emergency button or telephone Campus Police at (740) 826-8155, to alert them of your location.

If instructed to evacuate, proceed cautiously to the nearest clear exit.

Tornado warning is the sounding of the emergency sirens in downtown New Concord for three minutes followed by three minutes of silence. A warning indicates a tornado has been sighted by ground observers or has appeared on radar within the local area.

TORNADO WARNING HAS BEEN ISSUED FOR YOUR AREA:

Stay inside and be alert to falling objects.

Stay away from windows, mirrors, glass, and unsecured objects such as filing cabinets or bookcases.

Proceed to a below-ground-level or central hallway of the building if possible.

Follow the directions of the appropriate university personnel during the situation.

Do not use elevators

Assist persons with disabilities to the safest area on the same floor.

Remain in the safe area until at least 10 minutes have elapsed without the sounding of sirens or the "all clear" has been given.

Planning includes identifying the appropriate place in your building to seek shelter should a tornado occur. See Residence Life Staff for the appropriate shelter information, or see posted information in your building.

Listen to weather radio.

TORNADO