

ACTIVE SHOOTER/VIOLENT INTRUDER

If you hear or see a violent intruder, secure your safety and immediately call 911 to describe what you see and hear.

If you are in a classroom or office

- / Leave if safe to do so. If it is not safe to leave, lock the door and turn off the lights.
- / If the door has no lock, heavy objects may be placed in front of the door to impede the intruder. Doorknobs can also be tied to stationary objects to secure them.
- / If the door has a window, cover it if you can.
- / If the intruder enters your area, **BE PREPARED TO DO WHATEVER IT TAKES TO STAY ALIVE.**

If you are in a hallway, auditorium, or common area

- / If safe to do so, find the nearest exit and leave the building.
- / If it is unsafe to exit the building, and you must seek shelter in a room, do not hide in a restroom. Restrooms are not easily secured and do not provide adequate cover.

If you are trapped with a violent intruder

- / Be prepared to preserve your life and the lives of others by any means possible.

If you are outdoors

- / Stay alert and look for safe cover, such as brick walls, large trees, buildings, or other objects that may stop gunfire.

Active shooter/violent intruder classes are available at no charge for members of the campus community. To schedule training, contact DPS at (573) 651-2215.

(573) 651-2911

PROGRAM THE UNIVERSITY DEPARTMENT OF PUBLIC SAFETY'S 24-HOUR EMERGENCY NUMBER INTO YOUR CELL PHONE. ALWAYS NOTIFY THE POLICE DEPARTMENT AS SOON AS IT IS SAFE TO DO SO.

EARTHQUAKE

During an earthquake, remain calm and follow the steps below.

- / **DROP to the floor**
- / **COVER head and neck**
- / **HOLD ON until the shaking stops**

If indoors

- / Stay there. Quickly move to a safe location near the structural strong points of the room, such as under a strong desk, a strong table, or along an interior wall. Protect yourself from falling objects. Avoid taking cover near windows, large mirrors, hanging objects, heavy furniture or appliances, or fireplaces. **EXIT THE BUILDING ONLY AFTER THE SHAKING STOPS.**

If outdoors

- / Move quickly away from buildings, utility poles, and other structures. Always avoid power and utility lines to avoid electrocution.

If in a vehicle

- / Slow down smoothly and stop on the side of the road. Avoid stopping on or under bridges and overpasses or under power lines, trees, or large signs. Stay in your car.

After the initial shock, evaluate the situation. Check for injuries; attend to injuries if needed; and ensure the safety of those around you. If emergency help is needed, call the DPS at (573) 651-2911. Protect yourself at all times and **BE PREPARED FOR AFTERSHOCKS.**

Department of Public Safety
Police
(573) 651-2215
dps@semo.edu

Department of Public Safety
Emergency Preparedness
(573) 651-2547
semo.edu/emergency/procedures

EMERGENCY PREPAREDNESS AND SAFETY

**BE PREPARED.
STAY SAFE.
HELP OTHERS.
IT'S WHAT WE DO.**

**911/24
Hour
Emergency
Service**



**SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873**

Department of Public Safety
One University Plaza, MS 7275
Cape Girardeau, MO 63701
(573) 651-2215

MEDICAL AND FIRST AID

If an injury or illness occurs, immediately call 911. Describe the nature and severity of the medical problems and the location of the victim.

Remember to

- / Keep the victim still and comfortable. **DO NOT MOVE THE VICTIM.**
- / Ask the victim, “Are you ok? What is wrong?”
- / Check breathing and airway. Give CPR if necessary and you are trained to do so.
- / Control serious bleeding by placing direct pressure on the wound.
- / Continue to assist the victim until help arrives.
- / Look for emergency medical ID, question witnesses, and give all information to emergency responders.
- / Remain on the scene until first responders arrive.

First Aid training is available through the local Red Cross and CERT programs.

FOR MORE ON CAMPUS SAFETY INFORMATION, VISIT SEM0.EDU/EMERGENCY/PROCEDURES OR CONTACT THE DPS EMERGENCY OPERATIONS AT (573) 651-2547.

FIRE

- / Familiarize yourself with the location of fire extinguishers and pull stations in your building and know how to use them. Pull stations and exits are marked on the building evacuation routes posted in the building.
- / In the event of a fire or when the building alarm sounds, immediately evacuate the building.
- / When evacuating, close all doors to confine the fire and reduce oxygen. **DO NOT LOCK DOORS.**
- / Smoke is the greatest danger in a fire. Stay close to the floor where the air is more breathable.
- / Move quickly to the nearest exit and tell others to do the same.
- / Assist people with disabilities in exiting the building! **DO NOT USE ELEVATORS DURING A FIRE.**
- / Once outside, move to an assembly area away from the affected building and check in with an assembly area coordinator or co-worker. Keep the streets clear for responding emergency vehicles.
- / If requested, assist the University Department of Public Safety (DPS) or building coordinator.
- / **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed to do so.
- / Refer to the building coordinator for emergency procedures specific to your building.

TORNADO

Know the definitions.

Tornado Watch

This means tornadoes are possible. Remain alert for approaching storms. Watch the sky and stay tuned to NOAA Weather Radio, commercial radio, or television. Consider a reliable weather app for your mobile device.

Tornado Warning

This means a tornado has been sighted or indicated by weather radar. Take shelter immediately. Do not leave shelter until the warning is canceled or expires.

Safe Sheltering

- / If you are inside a building, go to an enclosed, windowless area in the lowest level interior of a building. Crouch down and cover your head. If available, use thick, heavy padding to cover yourself, such as a mattress. Avoid windows and large open rooms, such as gyms or auditoriums. **DO NOT USE ELEVATORS DURING SEVERE WEATHER.** Power outages could leave you trapped.
- / If you are outdoors, and it is not possible to shelter inside a building, lie flat and face-down on the ground and protect your head with your arms. Move as far away from trees and vehicles as you can, as they may be blown onto you by high winds.

Unsafe Sheltering

- / Vehicles are extremely dangerous in a tornado. If the tornado is visible, far away, and traffic is light, you may be able to drive out of its path by moving at right angles to the tornado. Otherwise, park the car as quickly and safely as possible and seek shelter in a nearby structure, or if a structure is unavailable, seek shelter away from vehicles and trees.
- / Mobile homes do not provide adequate shelter. Immediately get out and seek a permanent structure, or if one is not available, seek shelter away from vehicles and trees.

HAZARDOUS MATERIAL SPILL

Any spill of a chemical or radioactive material is to be reported to DPS at (573) 651-2911.

- / Be specific about the nature of the material and the location. Responders trained in chemical spill containment techniques will be contacted. They will begin containment procedures.
- / Risk assessment should be conducted immediately. **STOP, LOOK, LISTEN,** and **THINK** before taking action.
- / Do not walk into or touch spilled liquids, airborne mists, or solid chemical deposits. Try not to inhale gasses, fumes, or smoke. Cover your mouth and nose while evacuating.
- / If asked to evacuate the area, do so immediately and tell others in the area to do the same. Contact DPS at (573) 651-2911.
- / **ASSIST PEOPLE WITH DISABILITIES IN EVACUATING THE AREA.** Elevators are reserved for their use only. Do not use elevators in the case of fire.
- / Once outside, move to an assembly area away from the affected area. You should maintain a minimum distance of **1,000 TO 1,500 FEET UPWIND AND UPHILL** from the spill area.
- / Check in with an assembly area coordinator, co-worker, or building coordinator.
- / Keep streets and walkways clear for emergency vehicles and personnel.
- / If requested, assist DPS and/or the building coordinator.
- / **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed to do so by DPS or the building coordinator.

