

**EMERGENCIES HAPPEN ANYWHERE**

**ARE YOU MSUREADY?**



# EMERGENCY RESPONSE GUIDE



MIDWESTERN STATE UNIVERSITY

**[WWW.MSUTEXAS.EDU/MSUREADY](http://WWW.MSUTEXAS.EDU/MSUREADY)**

# Building Plan

Name: \_\_\_\_\_

Building Name: \_\_\_\_\_

Room Number: \_\_\_\_\_

Nearest AED Machine: \_\_\_\_\_

Nearest Severe Weather Refuge Area:  
\_\_\_\_\_

Nearest Fire Extinguisher: \_\_\_\_\_

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# Personal Plan

Name: \_\_\_\_\_

Building Name: \_\_\_\_\_

Room Number: \_\_\_\_\_

Resident Assistant (RA) Name and Number:  
\_\_\_\_\_  
\_\_\_\_\_

In-town Emergency Contact Name, Address, and Phone Number:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Out of town Emergency Contact Number, Address, and Phone Number:  
\_\_\_\_\_  
\_\_\_\_\_

# **MIDWESTERN STATE UNIVERSITY**

## **EMERGENCY RESPONSE PROCEDURES**

Midwestern State University (MSU Texas) is dedicated and committed to the health, safety, and security of all university community members. This guide contains general recommended emergency responses to provide guidance to MSU Texas employees and students to minimize the risk in an emergency.

If you would like to learn more information about Campus Preparedness visit:  
[www.msutexas.edu/msuready](http://www.msutexas.edu/msuready)

**ABOUT PROCEDURES**

**IMPORTANT PHONE NUMBERS**

# **IMPORTANT TELEPHONE NUMBERS**

**Emergency: Police / Fire / Medical**

**9-1-1**

**Information Line**

**(940) 397-4000**

**MSU Texas Police 24-7 Dispatch**

**(940) 397-4239**

**Counseling Center**

**(940) 397-4618**

**Facilities Services**

**(940) 397-4228**

**Title IX**

**(940) 397-4213**

**Risk Management and Safety**

**(940) 397-4032**

**Public Information**

**(940) 397-4352**

# FIRE EMERGENCIES

When a fire alarm sounds, evacuate! Assume all alarms - fire, smoke, and carbon monoxide - are real.

Do not re-enter a building until declared safe by emergency personnel.

Test closed doors for heat with the back of your hand or forearm on the lower and upper part of the door. If hot or warm, do not open and find an alternate route.

If you cannot leave your area, close the door, stay low to the floor, and hang a white or light-colored cloth outside the window.

**DO NOT USE THE ELEVATORS**

## Rescue

Assist anyone in immediate danger and help get them to a safe area as fast as possible.

## Alarm

Alert others by activating the building's fire alarm. Contact 9-1-1 to report the location of the fire.

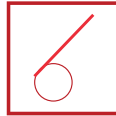
## Contain

Confine the fire as much as possible by closing doors and windows behind you during evacuation.

## Evacuate

Leave the building and stay 200 feet away from the building. Do NOT re-enter.

# FIRE EMERGENCIES



## Pull

Pull the fire extinguisher pin.



## Aim

Aim the fire extinguisher at the base of the fire.



## Squeeze

Squeeze the fire extinguisher lever.



## Sweep

Sweep from side to side.

# ACTIVE SHOOTER

IF YOU BECOME AWARE OF A THREAT OF VIOLENCE,  
NOTIFY MSU POLICE AT (940) 397-4239 OR CALL 9-1-1 IMMEDIATELY.

## ***RUN***



**Get away from the shooter!**

Leave your belongings behind and evacuate.

Help others escape, but don't let them slow you down.

Warn and prevent individuals from entering a danger area.

Call 9-1-1 when you are safe and describe the shooter, location, and weapons.

## ***HIDE***



**If you can not escape, hide.**

Get out of the shooter's view and stay quiet.

Lock and block doors, close blinds, and turn off lights/electronic devices.

Stay in place until law enforcement gives you the all-clear.

Your hiding place should be out of the shooter's view and provide protection.

## ***FIGHT***



**Fighting is your last resort.**

Commit to your actions and fight for your life!

Recruit others to ambush the shooter with makeshift weapons like fire extinguishers, etc.

Throw items to distract and disarm the shooter.

Get the weapon away from the shooter.

# ACTIVE SHOOTER

## **WHEN POLICE ARRIVE**



**Law Enforcement is trained to end the active shooter situation first, then tend to the injured.**

They will pass the injured people when arriving on the scene.

Don't interrupt Law Enforcement efforts or run to them for help.

Everyone is treated as a suspect until the situation is safe.

Be prepared for forceful and loud commands. Don't present yourself as a threat. Keep your hands open and up with nothing in your hands.

Once the scene is safe first responders will assess the injured.

**If you**

**SEE SAY**  
**SOMETHING SOMETHING**

**Report Any Suspicious Activity to the  
Midwestern State University Police  
Department at**

**940-397-4239**

**Mustangs Keep Mustangs Safe.  
We are all in this together.**



# BOMB THREATS & SUSPICIOUS PACKAGES

## Understanding Bomb Threats:

The majority of bomb threats are hoaxes; however, it is important to take all threats seriously. There are many ways a bomb threat can be communicated. The primary method is over the phone, but others include letters, email, in person, and social media. A bomb is also known as an Improvised Explosive Device (IED). They are designed to destroy or damage personnel or property. All threats received by MSU Texas faculty, staff, and students, must be reported to MSU Police at (940) 397-4239.

## Responding to Bomb Threats:

**Report:** Immediately call MSU Police at (940) 397-4239 using a landline, not a cell phone or two-way radio.

**Record:** Takedown call ID number/location, if possible. (See the Threat Reporting Form to the right.)

**Evacuate:** Leave the area and encourage others to do so as well. Do NOT activate the fire alarm. Close the area, preserve the scene, and be aware of the possibility of more devices.

## BOMB THREAT CHECKLIST

**Date of Call:** \_\_\_\_\_ **Callers Voice:** Male | Female

**Time of Call:** \_\_\_\_\_ **Callers Age:** \_\_\_\_\_

### Questions to Ask:

**1. When is the bomb going to explode:** \_\_\_\_\_

**2. Where is the bomb:** \_\_\_\_\_

**3. What does the bomb look like:** \_\_\_\_\_

**4. What will cause it to explode:** \_\_\_\_\_

**5. What kind of bomb is it:** \_\_\_\_\_

**6. Did you place the bomb:** \_\_\_\_\_

**7. Why:** \_\_\_\_\_

**8. Where are you calling from:** \_\_\_\_\_

### Threat Language:

\_\_\_ **Well-spoken (educated)**

\_\_\_ **Incoherent**

\_\_\_ **Taped**

\_\_\_ **Foul language**

\_\_\_ **Irrational**

\_\_\_ **Message scripted by threat maker**

**If voice is familiar, whom did it sound like?** \_\_\_\_\_

**Remarks** \_\_\_\_\_

**Exact words of caller:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Your Name:** \_\_\_\_\_ **Time Call ended:** \_\_\_\_\_

# BOMB THREATS & SUSPICIOUS PACKAGES

## Is it HOT?:

# H

### Hidden

- Placed out of sight
- Appears purposely concealed

# O

### Obviously suspicious

- Unexplainable wires
- Bomb-like components

# T

### Not Typical

- Out of place for the location
- Potentially related to a threat

YES (Suspicious)  
Continue to  
R.A.I.N

No (Unattended)  
Treat with caution  
and try to  
determine the  
owner



## If an item is suspicious you should:

# R

### Recognize the Indicators of a Suspected Explosive Device

Indicators can be related to the characteristics, event location, or time, including whether the item is Hidden, Obviously suspicious, or not Typical HOT

# A

### Avoid the Area

Don't touch the suspected item. Instead, immediately move and direct others to move away immediately.

# I

### Isolate the Suspected Item

Establish a perimeter to secure the area and continue to direct people away. Use frontal and overhead cover and, if available, wear personal protective equipment.

# N

### Notify Appropriate Emergency Services

Describe the **S**uspicious item and persons, the person's **A**ctions, the **L**ocation of the item, the **T**ime of placement and discovery, and **Y**our actions to mitigate risk. (SALTY)

If you

**SEE SAY**  
SOMETHING SOMETHING

Report Any Suspicious Activity to the  
Midwestern State University Police  
Department at

**940-397-4239**

**Mustangs Keep Mustangs Safe.**  
**We are all in this together.**

# HAZARDOUS MATERIALS

## Understand Hazardous Materials Incidents:

There are many types of hazardous agents like vapors, aerosols, liquids, and solids that have toxic effects on people, animals, or plants. When these agents are released, either intentionally or unintentionally, it is called a Hazardous Materials Incident or Hazmat Incident.

## Hazardous Materials Spill On Campus:

Know the Safety Data Sheet (SDS) locations for products used in your departments and work areas.

**STOP** the source and spread if small and you are qualified to do so. Don't endanger yourself. If possible, stop the source of the spill (e.g. shut valve, shut off ventilation, shut off all ignition sources in the immediate area.) Do not attempt to clean.

**Notify** others in the area. Call on-site leadership and MSU PD at (940) 367-4239

**Isolate** the area. Keep others away from the spill (e.g. rope off the spill site, divert flow from a catch basin or drain using spill response equipment.)

Stand by in a safe area to assist spill responders.

Follow instructions given by emergency personnel for shelter-in-place or evacuation. If possible, note any characteristics about the material, for example, name, odor, color.

## Hazardous Materials Spill: Personal Efforts

Appropriate parties will notify MSU PD of the Hazardous Materials Spill near campus, and a decision will be made to either shelter in place or evacuate. Once a decision is made, an MSU Alert will be issued.

### If you are:

### Then:

#### Asked to evacuate

#### Caught Outside

- Do so immediately. Follow the Campus Evacuation Guide.
- Say informed on evacuation routes, temp shelters, and procedures.
- Stay upstream, uphill, and upwind. In general, try to go at least a half-mile from the danger area.
- Do not walk, touch, or inhale any spilled agents. If possible, cover your mouth with a cloth or mask while leaving the area.

# SHELTER-IN-PLACE / LOCKDOWN

## Understanding a Shelter-in-Place:

The call for Sheltering-In-Place can be from several environmental incidents like severe weather, hazmat incident, and any other incident where you need to stay in place. If a Shelter-In-Place is decided, an MSU Alert will be issued depending on what type of emergency is present.

## General Sheltering Instructions:

MSU PD and Emergency Management staff will initiate a shelter-in-place order.

Ensure all appropriate persons are inside the building or rooms.

If possible, account for all persons in your area.

Close doors and windows, if possible.

Keep all persons away from exposed windows and doors.

All persons should remain in the secured area until an “all clear is declared by emergency personnel.”

## Severe Weather Shelter-In-Place:

Go to the lowest level of the building, if possible.

Stay away from windows and exterior walls.

Go to interior rooms, hallways, or severe-weather refuge areas.

## Hazardous Materials Shelter-In-Place:

Bring people and pets inside.

Close and lock all exterior doors and windows.

Close vents, fireplaces, dampers, and as many interior doors as possible.

Turn off air conditioners and ventilation system.

Seal gaps under and around doorways, windows, AC units, vents, and exhaust fans with a wet towel, plastic sheeting, and duct tape.

## Active Shooter Lockdown:

If you can't evacuate, cover and hide. Find a place to hide out of view of the attacker.

Lock and block doors. If possible, put a solid object/barrier between yourself and the threat.

Close blinds and turn off lights.

Turn off all phones and electronic devices.

Keep silent and wait until the “all-clear” is given by emergency personnel.



# SEVERE WEATHER

## **TORNADO WATCH**

THE CONDITIONS ARE FAVORABLE FOR A TORNADO. STAY INFORMED.

**Vs.**

## **TORNADO WARNING**

A TORNADO IS HAPPENING OR IMMINENT. TAKE SHELTER NOW!

### **WHAT TO DO DURING A TORNADO WARNING IN A BUILDING:**

**Alert:** If you received an MSU Alert or a Wireless Emergency Alert from the National Weather Service read all the information.

**Take:** your phone, keys, university ID, and wear close-toed shoes.

**Move:** Go to a Severe Weather Refuge Area in your building, if available. Stay away from windows and exterior walls. Move to the lowest level and most interior part of that building.

### **WHAT TO DO DURING A TORNADO WARNING OUTSIDE OR IN A CAR:**

**Alert:** If you received an MSU Alert or a Wireless Emergency Alert from the National Weather Service read all the information.

**Move:** Go inside a sturdy building immediately. Sheds and storage facilities are **not safe**. Once inside, follow the "In Building Instructions."



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## **Flooding/ Flash Flood**

Major storms or water main breaks can cause flooding.

Flash Flooding can develop quickly, sometimes in just a few minutes, and without any visible signs of rain.

Move vital records, equipment, and hazardous materials to higher ground if safe to do so.

Move personnel to a safe area and assist those with disabilities.

# SEVERE WEATHER

## Thunderstorms



**When Thunder Roars, Go Indoors!**

**STOP all activities.**

Seek shelter in a substantial building or hard-topped vehicle.

Wait 30 minutes after storm to resume activities.

**MSUReady** ✓

www.MSUTexas.edu/MSUReady/SevereThunderstorm

During a thunderstorm, if outside, move indoors immediately. Get inside as soon as you hear thunder. Go to a substantial building or hard-topped metal vehicle as fast as you can. Stay inside a safe building or vehicle for at least 30 min after you hear the last thunder. While 30 minutes may seem like a long time, it is necessary to be safe.

**Stay Weather-Ready:** Continue to listen to local news and the Norman National Weather Service for current conditions.

**If conditions worsen, follow Tornado Procedures**

## Winter Weather

For MSU Texas closure information, visit [www.msutexas.edu](http://www.msutexas.edu), the MSU Texas Twitter, Facebook, Instagram pages, or call (940) 397-4000. You will also be alerted via MSU Alert if there is a campus closure. Local media outlets are also helpful but are not the primary source of such information.

Be careful if walking or driving during or after a snow or ice storm to avoid physical injury.

Be aware of black ice.

Be aware of tree branches that could break when under extra pressure from ice and snow.



Visit:  
**[www.weather.gov/oun](http://www.weather.gov/oun)**  
for the most up-to-date  
forecast.



# CAMPUS EVACUATIONS

## Understanding a Campus Evacuation:

The MSU Alert system is the primary notification system used to initiate a campus evacuation. There are many reasons why university officials might call for a campus evacuation. It could be from a hazmat incident, a bomb threat, or any other hazard, but no matter the reason everyone needs to know how to quickly and efficiently evacuate the campus.

### Campus Evacuation Procedure:

**Stay Informed.** Continue to listen to local news and University officials to stay updated on the ongoing situation.

**Stay Calm.** Control your emotions, take a deep breath, then proceed to alert others in your immediate area that a campus evacuation has been declared.

**Take.** Gather personal belongings that you will need for the immediate future. (purse, wallet, medication, cell phone, and cell phone charger).

**Follow Emergency Personnel.** Listen to university officials and follow their guidance. Watch for hazards and damages. Stay away from campus until the all-clear is given.

**Assist.** Help your fellow mustang if they need help evacuating from campus, contact MSU PD, and tell dispatch where you are and why they can't evacuate.

**Shelter.** Proceed to a safe location off-campus.



### People that need transit service should proceed to :

Hampsted Lane in front of the Dillard.  
Taft Blvd. in front of Moffet Library.  
Taft Blvd. in front of Ligon Coliseum.

# MEDICAL EMERGENCY

## TO OBTAIN EMERGENCY MEDICAL CARE CALL **9-1-1** FOR EMERGENCY MEDICAL SERVICES

### Employee

The employee's supervisor must obtain an employee's Report of Injury Form and a Supervisor's Investigation Form from the HR Website.

### Student

Any students experiencing a medical non-emergency should go to the Student Health Center in the Venson Health Center building or call 940-397-4231.

### First Aid General

Make sure that the area is safe to approach.

Check for responsiveness by shouting, "Are you OK." if responsive, introduce yourself and ask to help. If unresponsive, then tap on the person's shoulders and shout again.

If the victim says they do not want help, then stop any assistance and wait for them to pass out. In Texas, when a person is unresponsive and unconscious, consent to help is assumed.

You are not held liable for any assistance rendered under the Texas Good Samaritan law.

### Emergency Medical Procedures

#### ALERT:

Immediately contact 9-1-1 or MSU PD at (940) 397-4239 and relay the following information:

- Nature of the injury or illness
- Victim's location
- Identity of the victim
- Suspected or known cause of the injury or illness

#### AID:

Provide first aid or medical assistance as necessary, if trained.

- If the victim is unconscious and not breathing, locate an AED if available, turn it on and follow the instructions provided by the unit.
- If the victim is bleeding out, locate a Stop the Bleed Kit if available, open the package and follow the instructions.



# UTILITY OUTAGE

## For All Utility Emergencies,

Notify **Facilities** at (940) 397-4202 and **MSU PD** at (940) 397-4239

**Report:** Depending on when the utility failure occurs, you may need to contact Facility Services or MSU PD. If the failure occurs during a regular working day, call Facility Services at (940) 397-4228. If the failure occurs after hours, call MSU PD at (940) 397-4239.

**Move:** If severe enough and there is a potential danger to life safety, a building evacuation might be necessary. If instructed to do so, the buildings' fire alarm system will be activated. When evacuating, move quickly to the nearest exit and leave the building. Once outside, stand at least 150 feet away from the building and keep walkways and roads clear for emergency vehicles.

**Stay:** If it is unsafe to exit the building, relocate to an area with sufficient ambient light to avoid injury, such as a lobby or conference room with windows.

**Never:** If a building is evacuated due to a utility failure, the building may not be reoccupied until a university official determines that the building is safe for re-occupancy.

**Monitor:** Labs and food freezers/refrigerators should be kept closed, and the temperature should be monitored and recorded every hour through the power outages.

## Gas Leak

If the smell of rotten egg is present in the building, cease all operations immediately and evacuate the area and building. Do not switch lights on or off or take time to open windows or close doors. Call MSU PD after you are outside and at a safe distance.

## Electrical/Light Failure

Most campus buildings are equipped with an emergency lighting system. These lights will provide enough illumination in main corridors and stairways to safely exit. If a prolonged electrical failure occurs, labs and food freezers/refrigerators should be kept closed, and the temperature should be monitored and recorded every hour through the power outages.

## Elevator Failure

All campus elevators are equipped with emergency phones that contact directly to University Police. Never try and exit an elevator that is stuck between floors. Wait until emergency responders ensure it is safe to exit.

## Plumbing Failure

Notify the supervisor and close off the area. If water affects any electrical equipment, including elevators, call MSU Police and shut down the elevators by placing a sign on the elevator door saying "do not use".

# EMERGENCY NOTIFICATIONS

## Campus Mass Notification System

In the event of an emergency or natural disaster, the campus community will be notified through several means of communication. This includes campus alert emails, the university's website, university social media posts, local media, text messaging (MSU ALERT), fire alarm systems, and outdoor warning systems. (Cell phone numbers are protected by applicable privacy laws. Standard messaging rates may apply.) To change your phone number in the MSUAlert system, go to [www.msutexas.edu/msu-alert](http://www.msutexas.edu/msu-alert)

## MSU Alert

MSU ALERT is an emergency notification system that gives Midwestern State University the ability to send urgent and emergency information within seconds by campus email, phone SMS, campus desktop, social media, and MSUSafety App push notification. MSU Alert is a free service to all MSU students, faculty, and staff.

[www.msutexas.edu/msu-alert](http://www.msutexas.edu/msu-alert)

## Outdoor Warning System (OWS)

Outdoor warning sirens are used to warn the public of an approaching hazard and are meant to tell people to seek shelter inside. OWS should not be used as a primary alert method.

## Indoor Warning System (IWS)

This system enables MSU Texas emergency services to have the capability to communicate with individual buildings by the use of a PA system.

## University Webpage and Social Media

During emergencies, MSU Texas will update the main University webpage and social media with important information, such as severe weather, closings, and/or other safety instructions.

## Wichita Falls CODERED™

The City of Wichita Falls and Wichita County Emergency Management Offices allow students and residents to sign up to receive critical information and alerts via text, email, and phone about emergencies and weather warnings using the local CodeRED emergency notification system. To sign up, go to: [www.wichitafallstx.gov/alert](http://www.wichitafallstx.gov/alert)

## Wireless Emergency Alerts

Wireless Emergency Alert System is a public safety system that allows customers who own certain wireless phone models and other enabled mobile devices to receive geographically targeted, text-like messages alerting them of imminent threats to safety in their area. This system is also known as the Amber alert notification on your phone.

## NOAA Weather Radio

NOAA Weather Radio All Hazards (NWR) is a nationwide network of radio stations broadcasting continuous weather information directly from the nearest National Weather Service office. NWR broadcasts official Weather Service warnings, watches, forecasts, and other hazard information 24 hours a day, 7 days a week.



# MSU Ready

PREPARE. PLAN. STAY INFORMED.



Are you ready? We live in a world filled with different types of threats, but you can be prepared and stay informed!

**Be safe, Be prepared, and be #MSUReady**