

EMERGENCY PROCEDURES

POLICE/FIRE/MEDICAL/HAZARDOUS MATERIALS EMERGENCY

DIAL: 911(Campus phone) or 660-543-4123(cell phone)

➤ FIRE

- Activate the nearest fire alarm pull station and call **911** or **660-543-4123** if possible to report the location and cause of the fire if you know what it is.
- **EVERYONE MUST LEAVE IMMEDIATELY** when a fire alarm is activated, even if there are no obvious signs of an emergency!
- **DO NOT** use the elevator!
- Remain calm and assist others in safely getting out.
- Confine the fire by closing all doors and windows if possible.
- Extinguish the fire if you have been trained and it is safe to do so.
- Evacuate the building to a safe location away from the structure.
- If circumstances permit, secure your area by closing doors and locking them if you would normally do so when you leave for the day.
- Follow directions given by emergency personnel and respond to the location designated by your building manager outside the structure to await further instructions so that everyone can be easily accounted for before leaving the area.
- Do not re-enter until authorized to do so.
- Alarms mean LEAVE THE BUILDING IMMEDIATELY!

➤ WEATHER EMERGENCY

- Seek shelter inside a building until notified by University officials that it is safe to leave.
- If flooding occurs, seek higher ground and avoid walking through standing or moving water.
- Stay away from electrical lines and devices.

➤ BOMB THREATS

- Obtain as much information as possible, making notes of critical information (times, etc.) and call the University Police at 660-543-4123 or 911 from a campus phone.

➤ EMERGENCY PREPAREDNESS

- Review UCM Safety Issues
- <http://www.ucmo.edu/ps>

➤ OFFICIAL UCM COMMUNICATIONS

- During a campus emergency, UCM will distribute information to the campus community utilizing the following methods:
- UCM Homepage www.ucmo.edu and
- Wireless Text Message Alerts. Sign up online at <http://www.ucmo.edu>.
- Public Address
- Campus Radio **FM-90.9/104.9**
- Campus TV **KMOS-TV 6**.
- Campus phone line.
- Building Managers.
- Hall Directors & Community Advisers.
- Local Area Media TV and Radio Broadcasts.

➤ HOSTILE INTRUDER

- Remain calm, do not engage the intruder.
- If it is possible to escape the area safely, do so quietly.
- If attempting to escape, do not carry phones or other objects in your hands. As you move through open areas keep your **HANDS ELEVATED** with **OPEN PALMS** visible, especially if encountering responding law enforcement officers. Follow all the instructions officers may give you.
- If you **CANNOT SAFELY EXIT** the building, seek shelter in a room with the doors locked or barricaded securely.
- Close and lock windows, lower blinds, remain out of sight, turn off lights.
- Once secured inside, take cover behind concrete walls, thick desks, filing cabinets, away from windows and doors.
- Remain quiet, turn off cell phone ringers.
- **ONLY ONE PERSON** from the room should **call police at 660-543-4123** and tell them where you are, where the intruder is and the condition of the others with you. Follow their instructions. If you cannot speak, leave the line open so the dispatcher can hear what is happening.
- If it can be accomplished safely, assist injured persons.
- Do not respond to any unfamiliar voice commands until you can be sure that they are coming from a police officer.
- Do not open the door until you can be positive that it is a police officer or a recognized campus official coming to help you.