

Public Safety officials have created this guide, which you can

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The Morehouse School of Medicine MSM Campus Emergency Guide is prepared by the Department of Public Safety and Emergency Preparedness to assist in the occurrence of emergencies. While it is impossible to produce a document that is all-inclusive, this publication addresses

#### **WHEN TO CALL 911:**

You should call 9-911 (from campus phones) AND the MSM Police (404)-752-1794 or 1795) in ALL emergencies.

#### WHAT IS AN EMERGENCY?

An emergency is any immediate threat to life and/or property that requires immediate response from police, fire or ambulance personnel. Your judgment often determines whether an incident is an emergency. If you consider a situation to be an emergency, then it is an emergency and the procedures in this booklet should be followed.

#### WHEN REPORTING AN EMERGENCY

- Stay on line with the dispatcher.
- · Provide the address, location and a description of the emergency.
- · Provide the phone number at your location.
- Provide a thorough description of the incident to ensure the appropriate resources are dispatched.

If you have an emergency, dial 9-911 from a campus phone. You should store the MSM Public Safety numbers (404)-752-1794 and (404)-752-1795) in speed dial positions on your cell phone.

The Morehouse School of Medicine Department of Public Safety is staffed on the main campus 24 hours a day f1795)

**MSM Mass Alert System (CampusShield)** is a mass, urgent notification system, comprised of a variety of methods by which the medical school can notify students, faculty and staff of an active, major campus emergency:

Text messages (SMS) to cell phones

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Voice messages (under special circumstances, emergency alerts can be sent to work, cell and home phones)

When the MSM Department of Public Safety (DPS) determines there is an active emergency in which the public safety of the campus may be at risk, DPS will initiate an urgent notification through the MSM Emergency Alert system. Examples are:

Tornado warnings or other dangerous weather

Building or school lockdowns

Fire or hazardous material spill

Emergency preparedness drills

School closings

#### CampusShield

CampusShield is the free mobile safety application that you can download to your mobile device. It is available from the iStore as well as Google Play.

If you're in a dangerous situation, use the CampusShield application to contact college/university safety forces quickly and easily.

CampusShield also allows you to:

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### **Building Evacuations**

Building evacuations will occur when an alarm sounds continuously and/or upon notification by

#### Fire Life Safety Equipment

Sprinkler systems and water flow detection devices are present in some buildings on campus. Water flow in these devices on the main campus is monitored by Public Safety and automatically triggers a response. These may or may not be monitored at off-site locations.

Smoke detectors are provided where required.

Manually activated fire alarm pull stations are located at exitpoints in buildings.

If any sprinkler, heat detector, or pull station is activated, an alarm will sound throughout the building. Some smoke detectors will also activate the building alarm. Elevator Fire Control may cause the building elevators to come to a halt at the main floor upon activation of the fire alarm system.

#### DO NOT attempt to use the elevators to evacuate any building.

Emergency lighting is provided in some buildings. The lighting will activate automatically in a power failure and last for a minimum of 20 minutes.

Illuminated exit signs are provided throughout the buildings.

KNOW THE LOCATIONS OF FIRE **ALARMS**. KNOW WHERE THE **FIRE EXITS** ARE LOCATEDAND ENSURE THEY ARE FREE OF OBSTRUCTIONS!

#### **Medical Emergency**

Fire Department personnel are trained and certified as Emergency Medical Technicians. They will respond to medical emergencies on all campuses. Any injury condition

### **Illness or Injury**

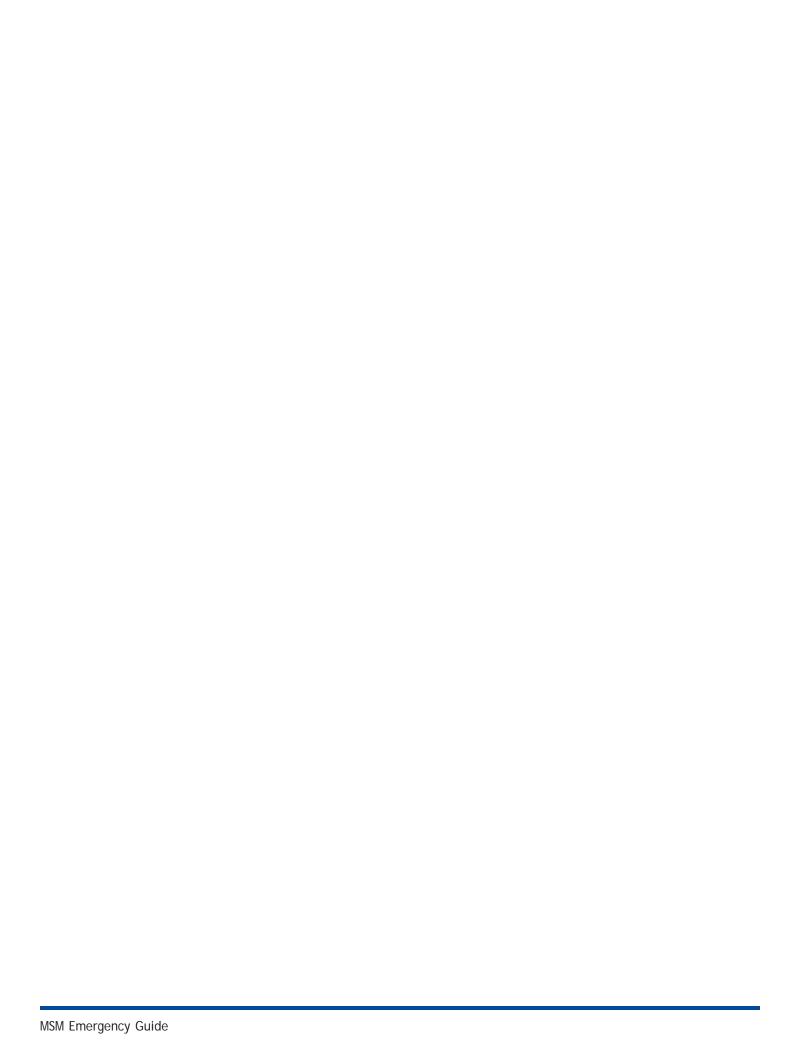
Public Safety, EMS and Fire Department (in some cases) will respond and arrange for transportation if  $required_{r6.180}$  TJ0 Tc 0 Tw 1.584 0 Td( )Tj12 0 0 12 126 18-1214 An Employer's Report of Injury/Illness of Employee form must be completed for all incidents of job-related illness and injury. Please call the Compensation and Benefits section of Human Resources for forms and assistance.

### **First Aid**

If you provide first aid, consprd[c) Tw 0.2l(ou)[J0 Tc 0 Tw 1.584 0 Td()Tj-0.011 Tw 0.279 0 Td[p)-0.6 (r)-24 (o)-0

### **Reporting Suspicious Persons or Activities**

If you or someone you know witnesses a crime, it is important to report it immediately after the incident occurs. The



In the event of an explosion or similar emergency, take the following action:

## NATURAL DISASTER—TORNADO



A tornado is defined as a violent rotating column of air extending from a thunderstorm to the ground. The most violent tornados are capable of tremendous destruction with windspeeds of 250 mph or more. Damage paths can be in excess of one mile wide and 50 mileslong. Tornados may occur with little or no advance

### NATURAL DISASTER—TORNADO



#### **Tornado Watch**

A "Tornado Watch" is issued when atmospheric conditions are favorable for the formation of tornados in a given area. Under watch conditions stay informed by listening to radio or television.

### **A Tornado Warning**

A "Tornado Warning" indicates that a tornado has been sighted and poses a definite threat to a given area. If the warning is for your area you should take shelter immediately!

#### **Severe Thunderstorms**

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### **Power Outages**

- If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access a working telephone. During regular business hours, building deputies should be notified so they can advise emergency personnel.
- · If people would like to leave

Words of caution to keep in mind when interacting with people with specific disabilities

Blindness or

### **Summary**

Prepare occupants in your building ahead of time for emergency evacuations.

Know your building occupants. Train faculty, staff, and students to be aware of the needs of people with disabilities and to know how to offer assistance. Hold evacuationdrills in which occupants participate, and evaluate drills to identify areas that need improvement. Plans must

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All bomb threats must be treated as a serious matter. To ensure the safety of the faculty, staff, students, and the general public, bomb threats must be considered real until proven otherwise.

It is imperative that you keep a copy of the U.S. Department of Homeland Security CISA Bomb Threat Checklist located on the following page by each telephone in your department.

# BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of



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## MOREHOUSE SCHOOL OF MEDICINE EVACUATION PLAN

The Morehouse School of Medicine Evacuation Plan is designed to give you a clear understanding of where you are to regroup should you have to evacuate a building or area. On the next few pages are maps of the following locations:

- · Main Campus including the Health and Wellness Center
- · 75 Piedmont Ave.
- Buggy Works
- · Grady Campus
- · 1800 Howell Mill Rd.

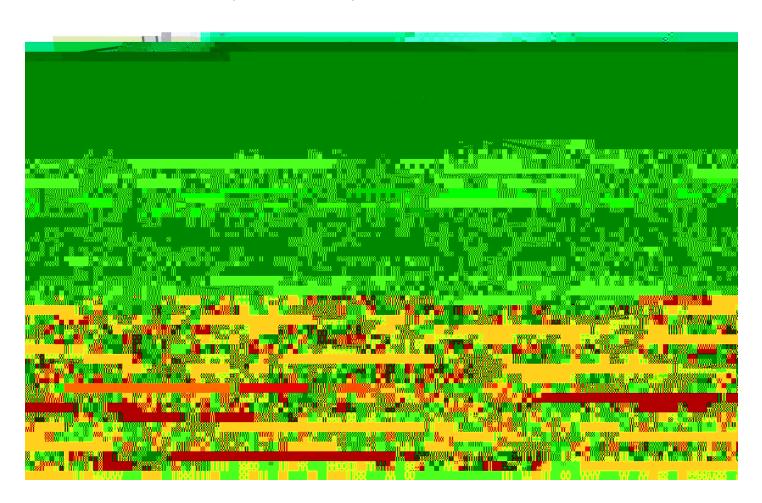
The Evacuation or initial meeting points are clearly indicated on each map. You should evacuate your building at the sound of the fire alarm, the direction of emergency personnel, or your supervisors. Quickly gather any readily available personal items and quickly and calmly exit the building. You should be ready to relocate to a more safe area or evacuate the campus.

REMEMBER: It is important to move beyond the building collapse zone (the area that would be covered if the building should collapse). We always recommend that you putat least one building between you and the building that you evacuated.

ALL MSM Evacuation Plan areas MSeacu t-5.35 (ea)13.15004

**Evacuation Plan: MSM Main Campus** 

The MSM Main Campus includes ALL buildings listed as 720 Westview Drive, S.W., 436 Lee Street (Lee Street entrance) and 455 Lee Street (MSM Health and Wellness Center.

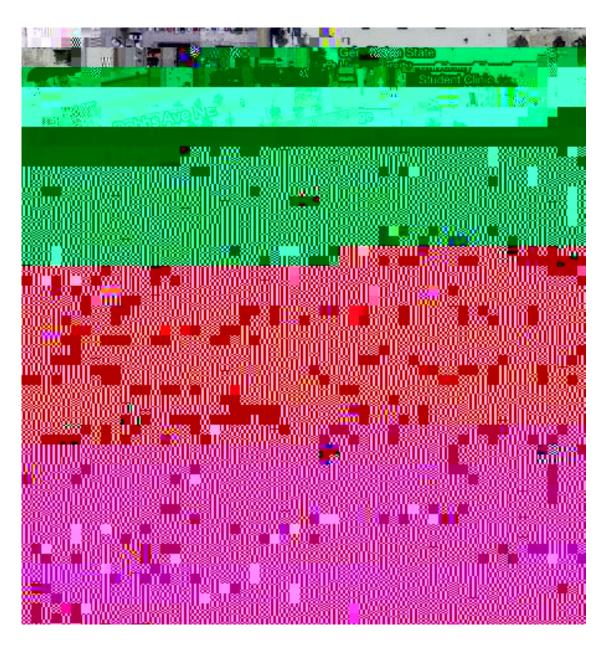


There are two evacuation points on the Main Campus:

- · Lower Plaza near Public Safety (Evacuation/Initial Meeting Point A)
- Behind the Harris Building (Evacuation/Initial Meeting Point B)

Remember to put at least one building between yourself and the threat.

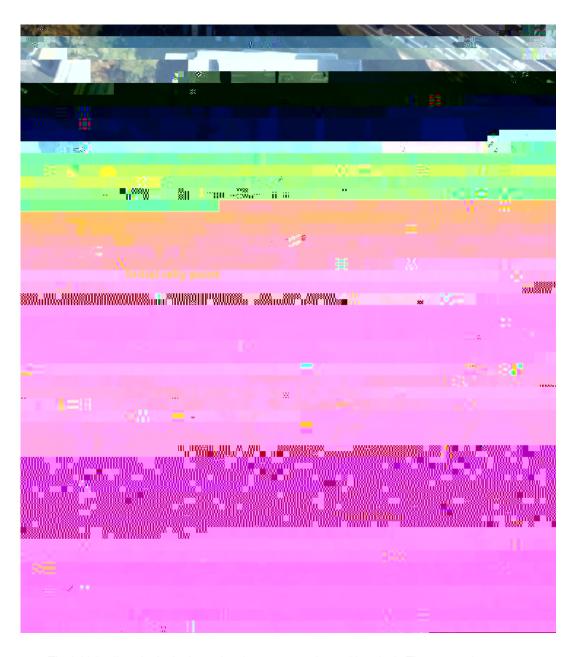
**Evacuation Plan: 75 Piedmont Ave.** 



Leave the building and travel south to Auburn Ave and go around the corner. This will put you beyond the collapse zone of the building.



#### Evacuation Plan: 1800 Howell Mill Rd.



The initial rally point is the lower level entrance to the parking deck. The evacuation point is near beyond the collapse zone of the building and the parking deck. That point can be in the grassy area behind the fuel station.

#### MOREHOUSE SCHOOL OF MEDICINE TORNADO PLAN

#### Before the Storm:

- Learn what to do and where to go for on the Main Campus and at all off-site facilities (listed below).
- · Have frequent drills within your department or area.
- Have a NOAA Weather Radio with a warning alarm tone and a battery backup to receive warnings (you can purchase a NOAA weather radio for about \$30 at Kroger food stores. You can also download a NOAA Weather Radio App onto your smartphone for \$9.99)
- · Listen to radio and television for information.
- If planning to travel between locations, listen to the latest forecasts and take necessary action if threatening weather is possible.
- If a warning is issued or if threatening weather approaches:
  - Move to the pre-determined "Safety Areas" listed below. Remember, If an under-ground shelter (basement) is not available, move to an interiorroom or hallway on the lowest floor and get under a sturdy piece of furniture.
  - Stay away from windows.
  - Do not try to outrun a tornado in your car; instead leave it immediately.
  - If caught outside or in a vehicle, lie flat in a nearby ditch or **deptie**ssion.

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