

Emergency Procedure/Crisis Response:

It is important that you understand how the University will proceed and respond in the case of an emergency on campus. In addition to the day-to-day coverage by Campus Police, we have a Lock-Down Policy/Procedure in place that includes procedures to ensure a rapid response to an emergency or threatening situation.

If a situation arises on or around campus that could potentially threaten the health or safety of University community members, the University will immediately implement the lock-down procedure which will implement the emergency communications procedures for notification.

All students, staff, and faculty shall heed the available warning systems and advisories to either Lock-Down, Shelter in Place, or evacuation in the event of a campus emergency.

Emergency Notification:

Mansfield University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Mansfield University Police in consultation with the available executive emergency response team members will confirm the emergency and determine the following:

- Is there a significant emergency
- Who needs to be notified of the emergency
- What will be the content of the emergency message
- Initiate the emergency notification system

The emergency response team members include the following:

President, Provost, V.P. Finance and Administration, Facilities Director, Associate V.P. for Residence Life, Associate V.P. for Student Affairs, Director of Human Resources, Director of Campus Technology, Director of Public Relations, Director of Purchasing, Campus Police Chief, Environmental Health & Safety Coordinator.

Available members will discuss the situation in a timely manner as to not delay any emergency procedures needed to protect the Mansfield University Community. The campus police officer in charge at the time of the emergency has the right to activate the emergency notification systems if it is deemed critical to the health and safety of the university public.

Emergency Notification Process:

Mansfield University's communications in a major emergency are the following:

- **Text messaging to Mobile Alert subscribers**

The University is strongly encouraging those who have not already subscribed to take 60 seconds now to register to receive emergency text message information:

Students login to <https://info.mansfield.edu/myaccount/>
Faculty & Staff login to my <http://my.mansfield.edu/>

The University offers this text messaging subscription service for students, faculty and staff; to warn the campus of:

- major emergency notifications
- safety threats
- weather-related cancellations

You will receive emergency text (SMS) messages on most mobile devices.

There is no cost to sign up for this important service, however, some cell phone providers may apply a small cost per text message sent or received.

- **Mass emails to faculty, staff and students via MU-assigned email accounts**

All Mansfield University faculty, staff and students must maintain regular access to their University-provided email accounts and are responsible for accessing email to obtain official University communications.

- Electronic Message sent to all networked PC's on campus
- Posting a campus alert on MU's homepage at <http://www.mansfield.edu>

The MU homepage will be an essential tool for directions/instructions and relevant information during an emergency. Initial major emergency communications will convey only the most critical information. Details will be carried on the University's homepage, which will be updated as circumstances warrant.

- **Recorded message on MU's Information Line – (570) 662-4499**
 - **Emergency message transmitted via the campus carillon system**
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During any emergency the Public Relations office will disseminate information to local media outlets to assist in the transmission of information to the general public.

Also, areas on campus have been identified to receive phone calls from designated departments due to limited amounts of available communications methods.

- MU Child Care Center – Called by V.P. for Finance and Administration Office
- Campus Health Clinic – Called by the Associate V.P. for Student Affairs Office
- Manser Dining Services – Called by the Associate V.P. for Residence Life Office
- Athletic Camps – Called by the Athletics Department

Lock-Down Procedures:

A lockdown at a college campus refers to the securing of the exterior doors to a building. Shelter-in-place refers to the securing of the interior classroom and common area doors.

During a Lock-Down situation, all persons on the campus property are asked to secure the outside entrance doors and shelter-in-place.

Examples of actions to be taken:

Faculty - If in a classroom, once the emergency notification has been received, lock the classroom door, turn off the classroom lights, stay away from windows, and await the All-Clear notification. Consider barricading the door or moving to another interior or adjoining room if immediate perceived threat.

Students/Staff - Get inside of a building as quickly as possible, seek shelter in an interior room; await further instructions or an All-Clear. If you are able to do so, assist in locking the exterior doors of the building. If you are in your residence hall, go to your room and stay there until the All-Clear message has been sent.

If you are outside of a building when the emergency notification is received, proceed to the nearest common building, remember that the residence halls are locked 24/7 so avoid escaping to a residence hall unless you have a key for entry. If the building has been locked upon your arrival, consider evacuating off-campus to a public building/business in Mansfield. Establish communication with the campus once safe for the All-Clear message.

If you are a commuter student arriving on campus, stay in your vehicle and consider leaving campus for a safe location. Contact the University for the All-Clear message.

During a crisis or major emergency, faculty, staff and students are encouraged to follow the instructions provided by the MU Emergency Alert systems.

The Goal of the Lock-Down Policy/Procedure is to Stay Informed/Stay Safe. Get the emergency message, get to a safe location and wait for more information.

Another important tool is the preparation you take now to learn, be aware of, and practice your own personal emergency plan. Learning where to find information, as well as becoming aware of building evacuation procedures for not only those buildings where you live or work, but for those that you visit during the course of your day is vital.

To report an emergency or suspicious activity, students and employees should call the Campus Police at 570-662-4900.

It is your responsibility to immediately report any situation or troubling person that is causing serious anxiety, stress or fear.

Program the Campus Police number 570-662-4900 as well as 911 into your personal phones.

Become familiar with the **Emergency Blue Light phones** strategically located on campus; these phones connect directly to Tioga County Communications 911.

Details regarding MU's emergency preparedness can be found at <http://www.mansfield.edu/~safety>

Emergency Procedure Testing:

Mansfield University tests the emergency procedures twice a year at the beginning of each semester. The test is conducted to involve the entire campus and the results are reviewed by the emergency response team members for the tests effectiveness and to identify areas for improvement. The tests are coordinated by the Environmental Health & Safety Coordinator and the Campus Police Chief.

Testing of the emergency alert systems will be conducted every semester. We appreciate your patience with the testing phases of the emergency alert systems. By actually going through the steps, we discover places where communication improvements can be made. Testing also provides critical feedback so we can take the proper steps to continuously upgrade our emergency procedures.

Fire Safety –

Fire Statistics

Each year Mansfield University will collect and report the number and cause of fires that occur on campus, the number of injuries or deaths, and the value of property damage that is related to each fire occurrence.

<http://mansfield.edu/environmental-health-safety/fire-stats/mu-fire-alarm-report/>

Fire Safety Report

The Mansfield University student housing facilities are each equipped with automatic fire and smoke detection systems which report directly to the university police office, which is staffed 24 hours a day, 7 days a week. Upon notification of an alarm, campus police and maintenance staff respond to the location of the alarm to determine if additional resources are required.

Each residence hall is equipped with fire sprinkler systems which provide full building coverage. Each sleeping room is equipped with a smoke detector and sprinkler head for detection and suppression purposes.

The fire alarm systems are tested by an outside contractor twice a year to assure the equipment is operating properly. The fire sprinkler systems are tested quarterly as well.

Fire drills are held in each residence hall monthly at varying times when the halls are at regular occupancy during the semester. These drills include full evacuation of the building by use of the fire alarm systems. Random room checks are performed to assure evacuation compliance. <http://mansfield.edu/environmental-health-safety/policies-procedures/>

Mansfield University has a policy prohibiting the use of portable electric appliances, smoking, and open flame in the residence halls.

The residence hall assistants are provided training on fire safety at the beginning of each semester and then pass on the information during scheduled floor meeting within each building. The RA staff is provided hands on fire extinguisher training at the beginning of each fall semester.

Fire Reporting –

Any fire that is noted on campus shall be reported immediately to the campus police at 570-662-4900. If evidence that a fire has occurred and has been extinguished is found please call campus police and the Environmental Health & Safety Coordinator at 570-662-4906.

A fire log will be maintained at the campus police station to record the following information:

- The nature of the fire
- The date the fire occurred
- The time of day the fire occurred, and
- The general location of the fire

The fire log information will be made accessible for public inspection.