



Emergency Guide

Emergency Services (Fire & EMS): 911

Campus Police: 570-662-4900

Facility Issues: 570-662-4907

FIRE

FIRE EMERGENCY

If the fire alarm sounds begin immediately to evacuate the building by the nearest exit

- Call 911 for any visible smoke or fire
- Leave the building and assemble outside of the building at least 50 Feet away from the building
- Alert Campus Police/Emergency Responders if anyone is unaccounted for or missing

If smoke or fire is noticed in building, activate building fire alarm at a hallway pull station

- Begin evacuation
- Use Portable Fire Extinguisher for small fires

LOCKDOWN

CAMPUS LOCKDOWN

If Emergency situation is witnessed on campus (e.g., violence, gunfire, bomb threat)

- Notify Campus Police or 911 immediately
- Evacuate the area if possible
- If evacuation is not possible seek shelter (locked classroom, secure area)
- Remain calm, quiet and hidden, turn off lights, and silence phones
- Await further information/direction from campus/emergency officials (text alerts, emails, web site)
- Notify 911 of situation updates if possible

Run, Hide, Fight!

SHELTER

SHELTER IN PLACE

Outdoor Hazard - Fire/Chemicals/Weather

- Remain inside buildings
- Encourage others to come inside buildings
- Close windows and doors
- Await further information/direction from campus/emergency officials (text alerts, emails, web site)
- Report any noted damage or hazard to campus police or facilities

MEDICAL

MEDICAL EMERGENCY

If a student, employee, or public guest has a medical emergency which requires immediate attention or you are unsure of a possible emergent need **CALL—911**

An ambulance and Campus Police will be notified of the location emergency. Stay with the victim, remain calm, and relay the following information to the 911 dispatcher:

- Location (Building & Floor/Room)
- What is the emergency
- Remain on the phone and follow directions given by the 911 dispatcher

For more information

MU Environmental Health & Safety Office

570-662-4906 • www.mansfield.edu/environmental-health-safety/