



Emergency Response Plan

Including: Fozard Hall, Kennedy Hall, Fowler Center, Residence Halls, O'Brien Athletic Training Center, Harrington Hall, Gaulke Activity Center.

Effective March 23, 2022

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Introduction

Purpose

The purpose of this plan is to provide guidance to Mid America Christian University (MACU) students, faculty, staff, and visitors in the event of an emergency on or near the campus.

Scope

This plan applies to the MACU Campus located at 3500 SW 119th Street, Oklahoma City, Oklahoma 73170. This includes the following facilities: Fozard Hall, Kennedy Hall, O'Brien Athletic Training Center, Gaulke Activity Center, Residence Halls, Fowler Center,

While on MACU property all persons will follow the instructions of MACU Police Department officers.

Development of the Plan

This plan is developed by the MACU Department of Public Safety in coordination with Facilities and other involved staff. This plan is reviewed annually by April 1st.

Training and Exercise

Training regarding this plan is available upon request and provided by the MACU Department of Public Safety. Elements of this plan are exercised throughout the year. After each exercise, the MACU Department of Public Safety and/or other involved staff may coordinate an After Action Review (AAR) to provide findings and suggested plan changes to the Chief of Police.

Roles and Responsibilities

MACU PD provides the primary emergency response capability at MACU. In the event of an emergency, MACU PD will assess the situation and determine actions to save lives, stabilize the incident, preserve property, environment, and evidence.

Facilities and other staff provide support to the emergency response. This support includes, but is not limited to, repairs or other assistance regarding MACU properties.

In an emergency situation, the Chief of Police provides support to MACU that may include, assisting incident command during an emergency, providing resources to manage the incident, maintaining situational awareness, and notifying/involving nearby city, county, and state officials.

MACU Faculty & Staff are responsible for taking appropriate precautions when notified of a potential emergency that could negatively impact the campus. MACU Faculty & Staff are responsible for following the directions of emergency responders and assisting students and visitors in accordance with this plan and all other applicable MACU policies and procedures.

National Incident Management System Compliance

The MACU Campus Emergency Response Plan (ERP) complies with the National Incident Management System (NIMS), as required by Federal Emergency Management Association (FEMA). NIMS provides a nationwide template enabling federal, state, local and tribal governments and private sector non-governmental organizations to work together effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents regardless of cause, size, or complexity. Use of NIMS at MACU facilitates the college's ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies.

Under NIMS compliance, MACU will respond to emergencies using the Incident Command System (ICS). ICS is the model tool for command, control and coordination of a response and provides a means to coordinate the efforts of individual departments and agencies as they work towards the common goal of stabilizing an incident and protecting life, property and the environment. For MACU emergencies, an Incident Command Post may be set up at the scene of the emergency or disaster, which will be directed by an Incident Commander. The primary responsible agency or MACU department may act as the Incident Commander.



FEMA



Report an Emergency

There are multiple ways to report an Emergency at or near MACU facilities. In addition to contacting an MACU PD Officer in person, you may contact a MACU PD in the following ways:

Telephone: The MACU PD can be called from any campus phone by dialing **711** or cell phone by dialing **405-694-5242**.

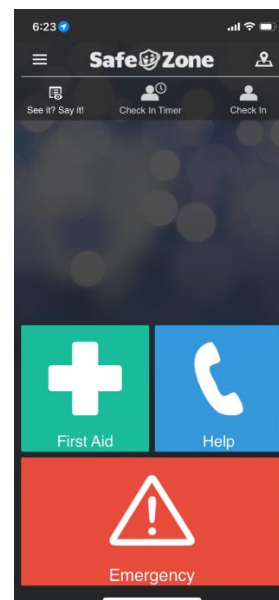
A MACU PD Officer will promptly answer and notify the appropriate personnel or authorities.

When OFF CAMPUS dial **911** to contact local police, fire, and/or paramedics OR utilize the SafeZone app to contact local authorities.



MACU SafeZone Application

The MACU SafeZone application is available for free to download on your mobile phone. When on campus utilize the Emergency button in the app for direct contact with MACU PD. This application allows you to share your location and caller details with MACU PD for a quick response in an emergency.



Stay Informed

Ensure that you have multiple ways to receive information regarding hazards in the area and the status of MACU campus facilities. MACU offers multiple ways to stay informed and aware of emergencies or potentially dangerous situations on or near campus.

MACU Marketing may post information regarding campus status and emergency information on the following websites:

- MACU Home Page: www.MACU.edu
- MACU Official Facebook Page:
- MACU Official Twitter Account:

Campus status information may also be communicated through **local news media** sources including, but not limited to: KFOR (Channel 4), KOCO (Channel 5), KWTW (Channel 9) and KOKH (Channel 25)

SafeZone Notifications: Is a comprehensive alert notification system for all students and employees. This system is designed to quickly communicate information regarding emergency situations on campus and any campus closures that may be necessary. Current MACU students and employees are already enrolled with their campus e-mail address.



ALERTUS Beacons: These devices are installed throughout campus as part of MACU's continued commitment to providing a safe campus for students, faculty, staff, and visitors. The beacons are the newest component of the mass notification system.

When a Safezone alert is activated by MACU PD, the beacons emit a warning tone, lights flash, and text scrolls across the screen.

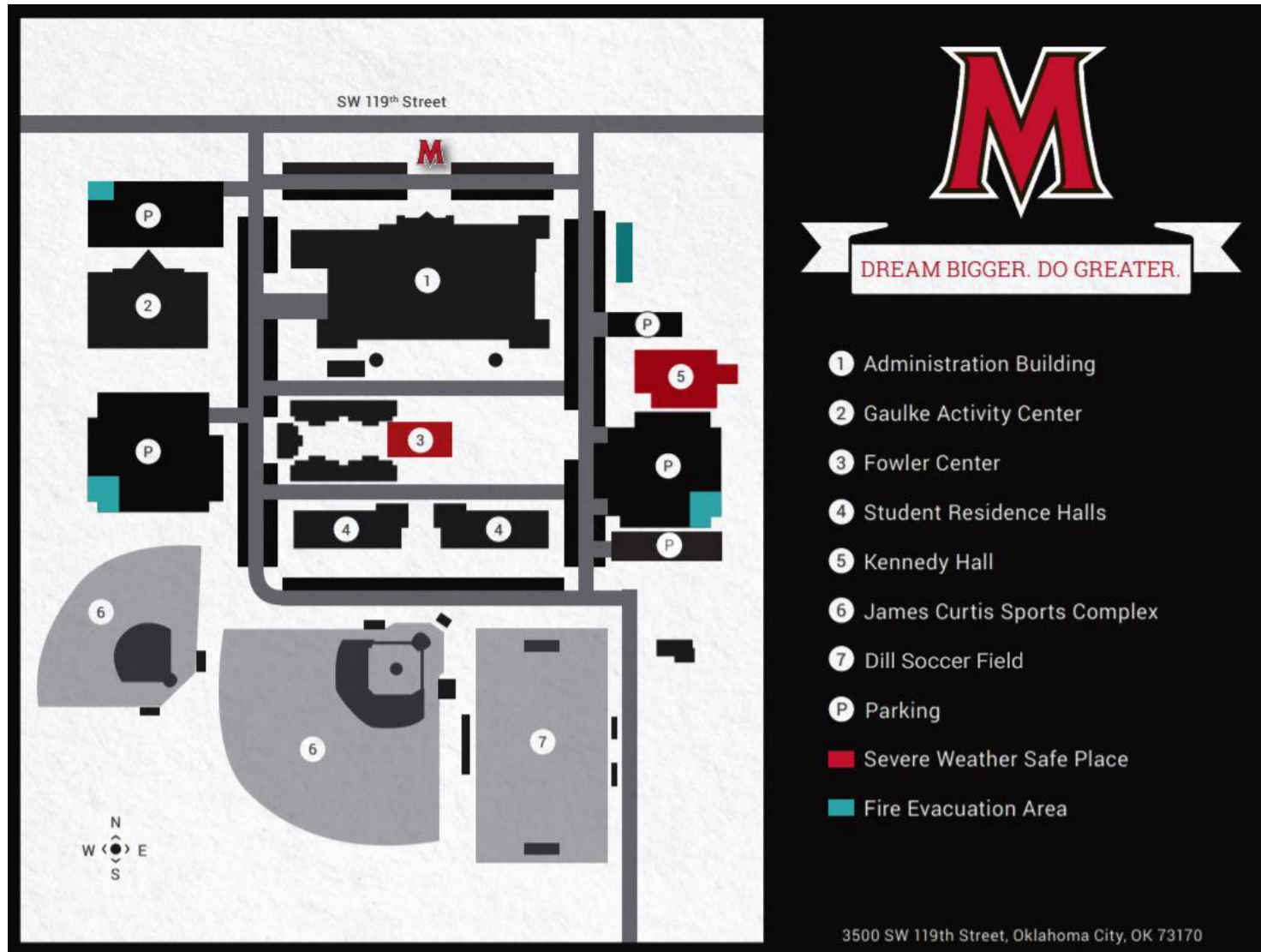
For example, in the event of threatening weather that requires the campus community to relocate to designated safer areas the beacons will emit a warning tone, and the lights will flash, and scroll across the screens. When it is safe to resume normal activities, an "All Clear" message will be sent out via the SafeZone app, and scroll across the screens.

NOTE: Beacons will not activate in the event of a fire alarm and are not connected to the fire suppression systems. Beacons will only activate in the event of a Safer Area, Shelter-In-Place or Evacuation notification or respective drill.

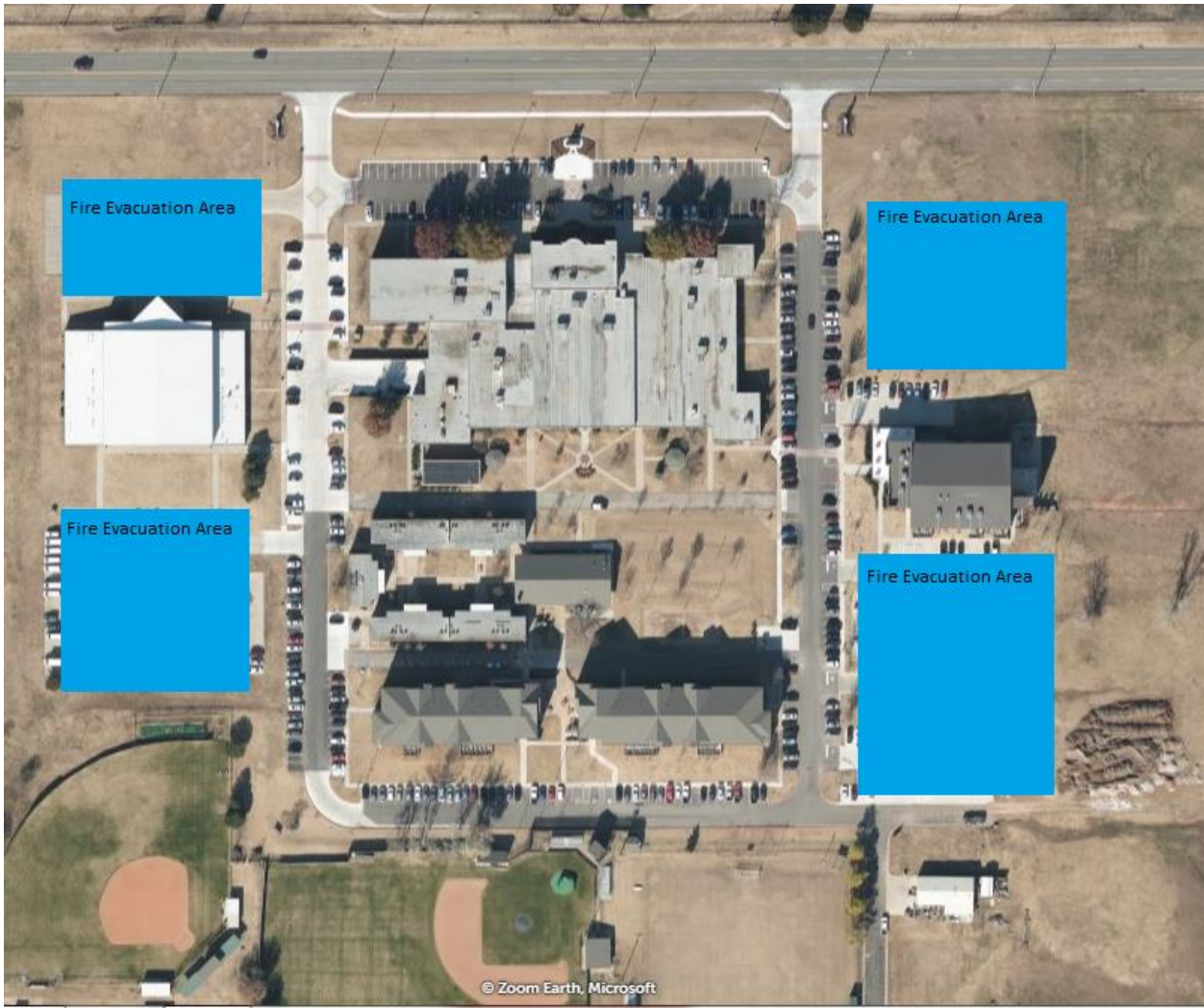


Key Locations

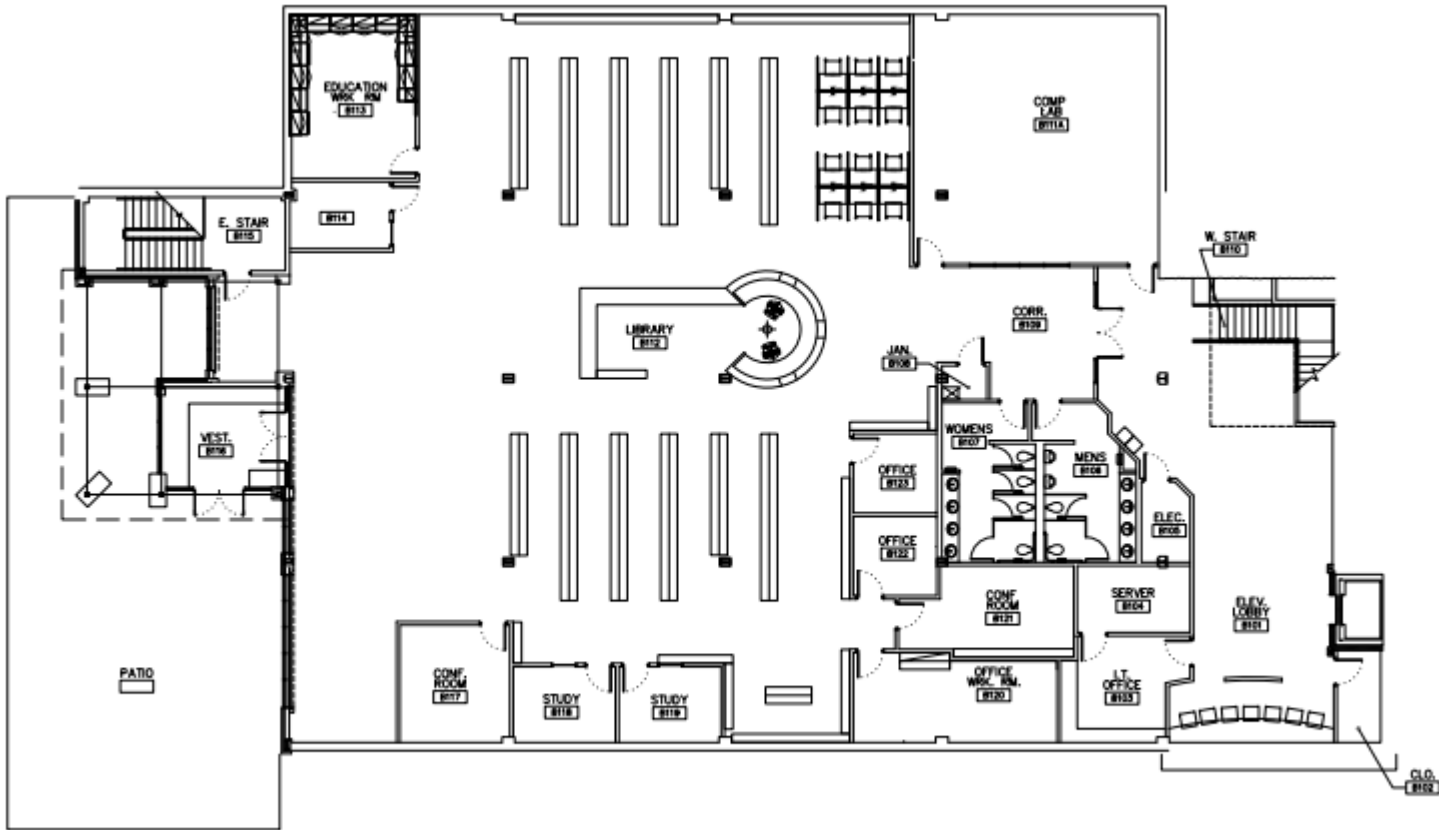
MACU Safer Areas



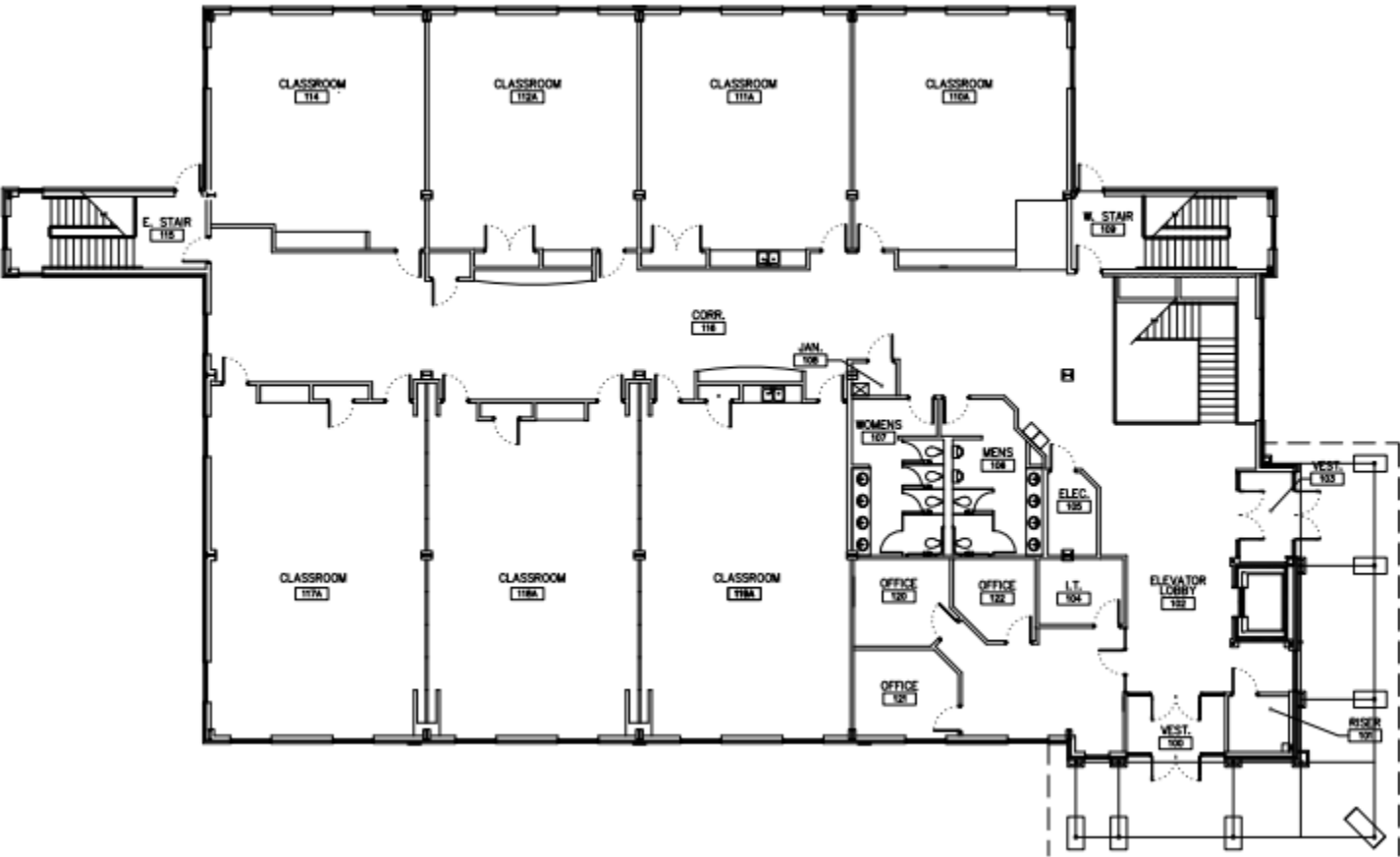
Key Locations

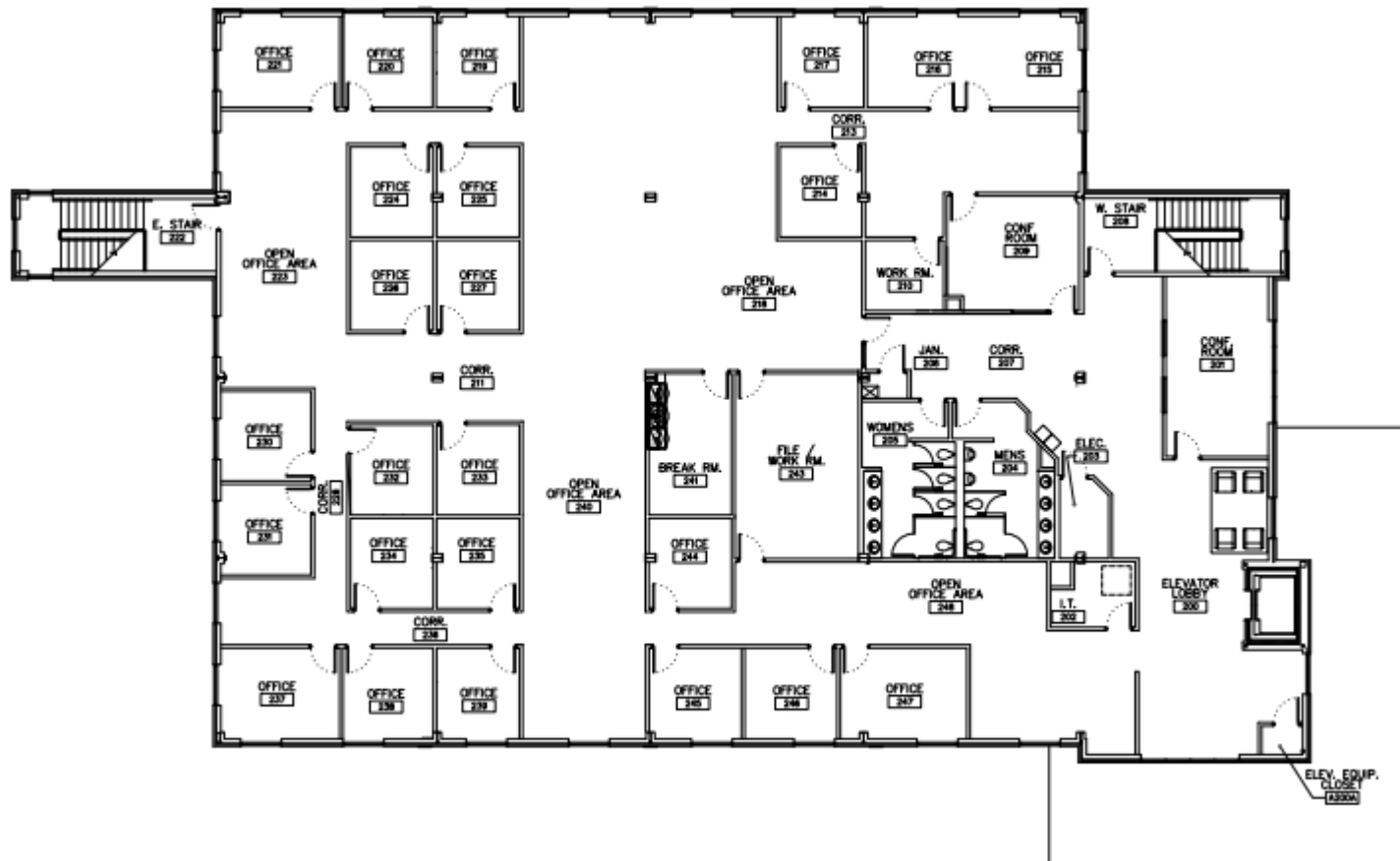


Kennedy Hall Basement Map

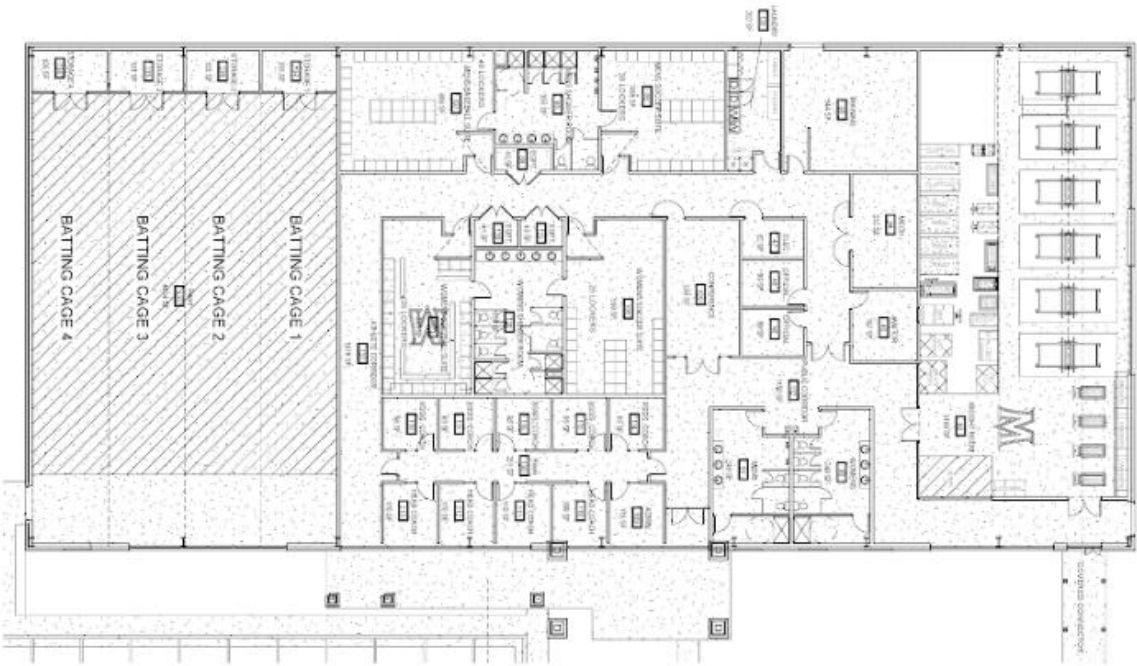


Kennedy Hall 1st Floor Map



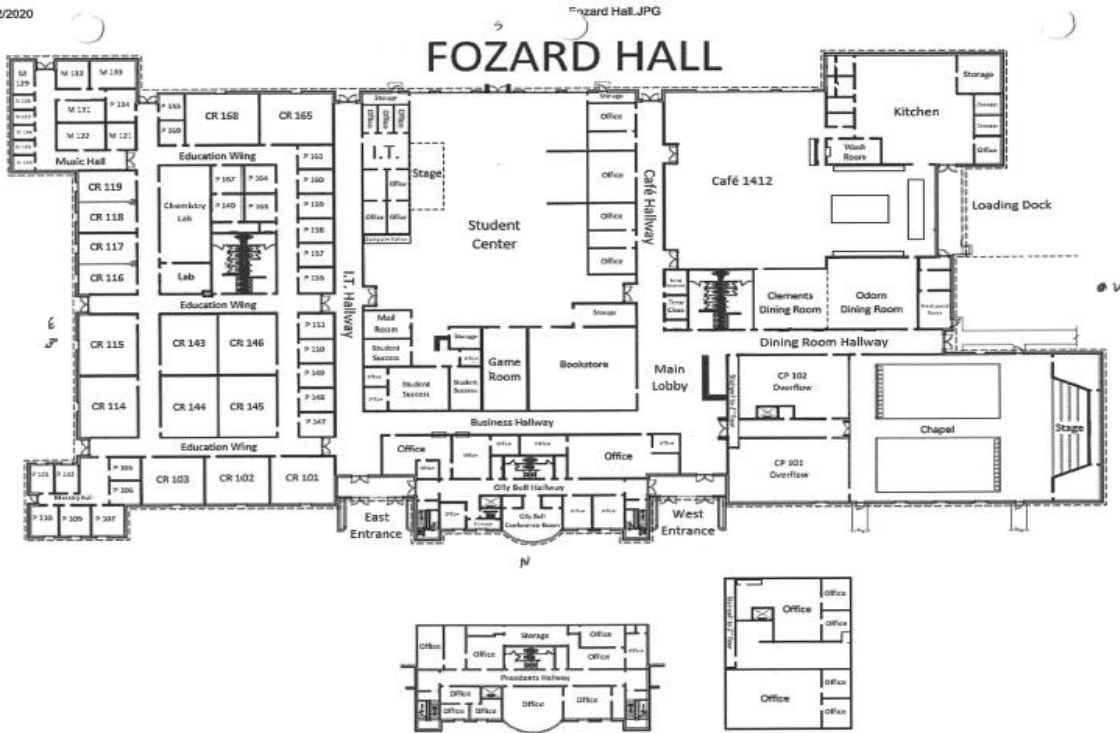


O'Brien Map



Fozard Hall 1st Floor Map

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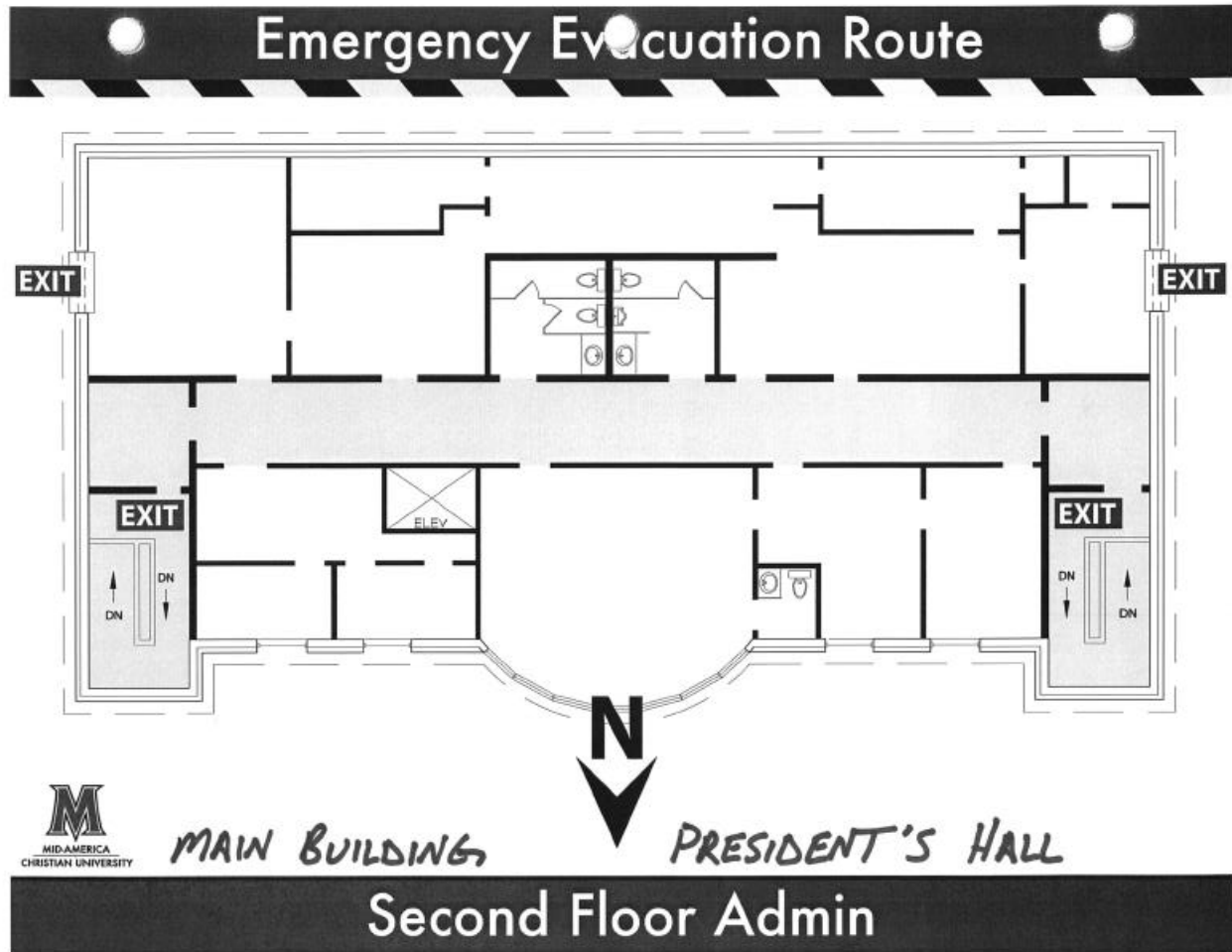
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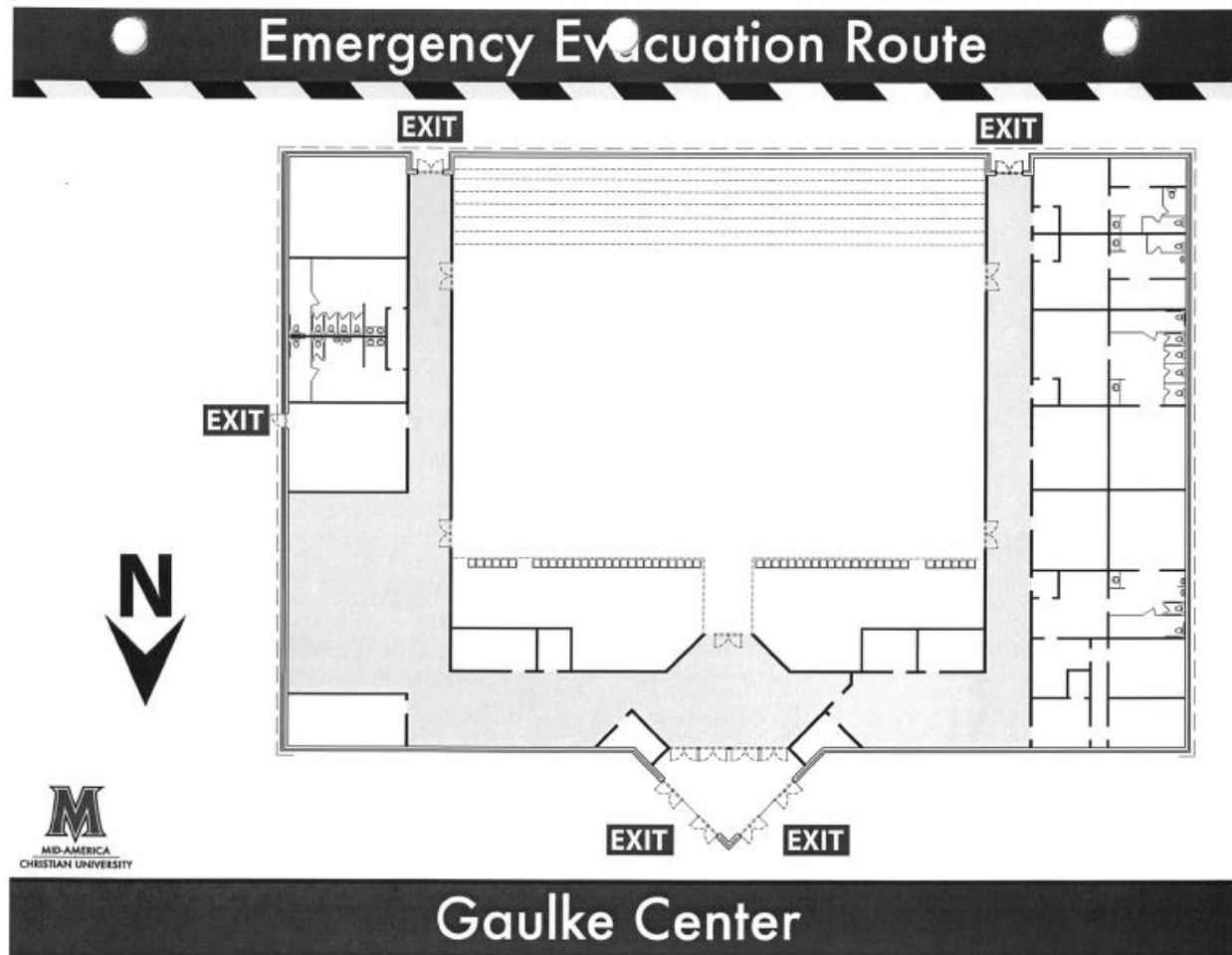
Key Locations

Fozard Hall 2nd Floor Map



Key Locations

Gaulke Activity Center Map



Severe Thunderstorm and Tornado

IMPORTANT NOTE: MACU campus facilities do not have FEMA rated ICC 500 tornado shelters or meet FEMA P-361 requirements for community safe rooms. MACU Safer Areas are areas that provide the most protection within the facility, but are not specifically designed to withstand an extreme wind event. Persons in Safer Areas may not be completely protected from flying debris. MACU PD provides important information on severe weather conditions and Safer Areas in all facilities if severe weather threatens or poses an immediate threat to the campus.

Definitions

Severe Thunderstorm	Storms producing winds greater than 58 mph and/or hail 1 inch in diameter or larger.
Severe Thunderstorm Watch	Issued by the National Weather Service (NWS) when conditions are favorable for the development of severe thunderstorms over a larger-scale region.
Severe Thunderstorm Warning	Issued by the National Weather Service (NWS) when severe thunderstorms are occurring or imminent in the warning area. Tornadoes are not expected in such situations, but isolated tornado development cannot be ruled out.
Tornado	A violently rotating column of air that extends from a thunderstorm to the ground and is often—although not always—visible as a funnel cloud. Lightning and hail are common in thunderstorms that produce tornadoes.
Tornado Watch	Issued by the National Weather Service (NWS) when severe thunderstorms and tornadoes are <i>possible</i> in and near the watch area.
Tornado Warning	Issued by the National Weather Service (NWS) when a tornado is imminent or occurring. When a tornado warning is issued, seek safe shelter immediately.

In the event of a **SEVERE THUNDERSTORM or TORNADO WATCH** take the following actions:

1. Stay informed. MACU PD continuously monitors the weather and issues campus alerts as appropriate. Students, faculty, staff, and visitors should also remain weather aware and be ready to act if conditions worsen.
2. Postpone outdoor activities and secure outdoor objects that could blow away or cause damage.
3. Close doors, windows, and blinds.
4. Have a plan. Review this plan and determine the nearest route to a designated safer area and be ready to relocate if necessary.

In the event of **SEVERE THUNDERSTORM WARNING**:

1. Remain inside the facility and stay away from windows and exterior doors.
2. Employees are encouraged to preserve any information at their workstations that could be lost in the event of a temporary power outage.
3. Familiarize yourself with campus safer areas and be prepared to shelter if necessary.
4. Continue to monitor weather conditions and report any damage or injuries to the MACU PD.

In the event of a **TORNADO WARNING** take the following actions:

1. When severe weather conditions pose an imminent threat to any of the MACU facilities or events, the announcement to move to designated safer areas is made utilizing the SafeZone App including, but not limited to: campus e-mail, text messaging system, Alertus beacons, computer screens, public address systems, social media, and personal direction from campus officials.

Natural Hazards

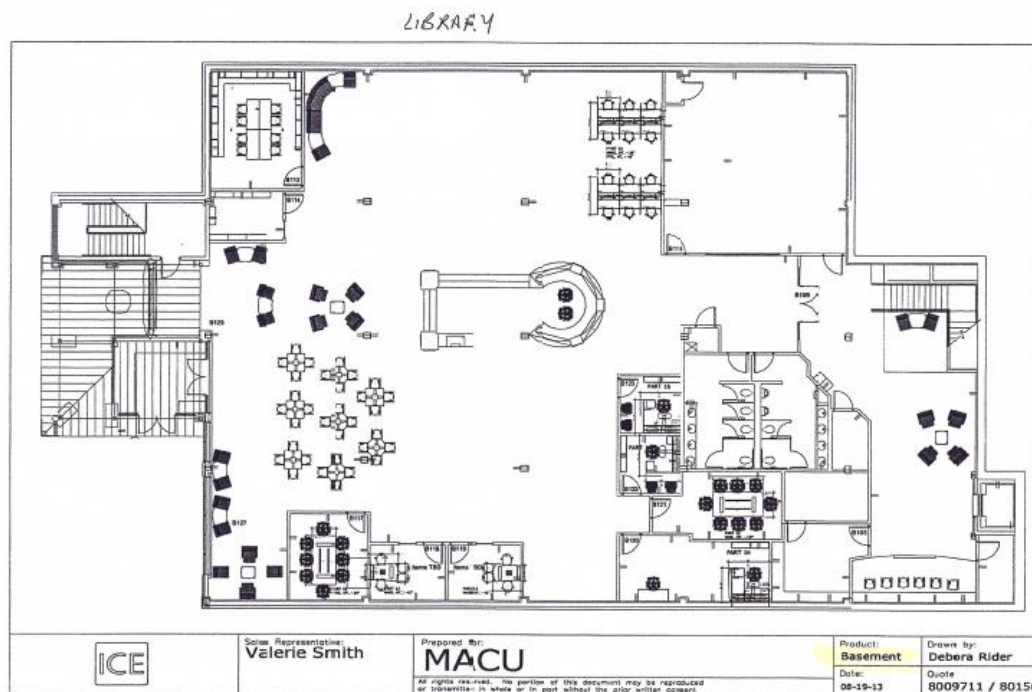
2. Immediately move to the nearest Safer Area designated by green signage. Ensure all individuals in your immediate area are aware of the warning and provide assistance to others as necessary. Do not use the elevators to access the Safer Area as you may become trapped in the event of a temporary power outage. Evacu-Trac devices are located on the third floor in the Main Building to assist with movement of persons with mobility issues. BE AWARE glass exterior doorways and foyers are not suitable Safer Areas and should be avoided.



There are multiple designated Safer Areas at MACU; identified across sections of the campus:

2.1. Kennedy Hall Basement (KH):

All students, faculty, staff, and visitors should go immediately to the basement of KH and listen to the instructions given by MACU Police and other officials.



LIBRARY

3. If available, each faculty member should account for their students by taking a class roster or sign-in sheet to the Safer Area.
4. If outdoors, attempt to reach a campus facility or other sturdy structure immediately. If there is not time to escape or find a suitable protective area, lie flat and face-down in the nearest ditch or depression, protect the back of your head and neck with your arms. Avoid areas subject to flooding in heavy rains.
5. Use of a mobile home or vehicle for shelter is not recommended. If you are in a vehicle, fasten your seatbelt and try to drive to the closest sturdy shelter. If your vehicle is hit by flying debris while driving, pull over and park. Ensure your seat belt is fastened and cover your head with your arms and a blanket, coat, or any other cushion, if possible.
6. If in a campus building, but unable to make it to a designated Safer Area, you should proceed to the lowest level, avoiding spaces with windows; close doors between your chosen refuge area and adjacent windowed areas to limit flying debris. Enclosed interior stairwells are suitable shelter if you cannot reach a designated Safer Area. Ensure a path remains open on the stairway, a blocked stairwell prevents persons on upper floors from reaching designated Safer Areas on the lower levels.
7. Once in a Safer Area, continue to monitor weather conditions. MACU will send an “All Clear” notification via all available forms of communication once the threat has passed. Do not leave your safe location until the “All Clear” is confirmed.

Note: There is no outdoor siren signal for “All Clear”. If you hear additional tornado sirens from the Oklahoma City Outdoor Warning System, this indicates there is an additional threat. Remain in the Safer Area.

8. After the threat has passed, conduct accountability of all persons in the Safer Area. Determine if there are any injuries and assist the injured, if possible. Emergency Kits containing: First Aid supplies, AM/FM/Weather radio, safety whistle and portable LED lantern are available in or near the Safer Area. Contact MACU PD for further assistance.
9. When exiting the safer area be aware of potential damage to the facility and secondary hazards due to debris and damaged utilities.
10. If the building has been severely damaged, evacuate the building utilizing the nearest clear entrance. Assist others in the area with evacuation as required. Report facility damage to Facilities Management.
11. Go to a designated emergency rally point, unless directed otherwise by emergency responders.
12. Do not re-enter a damaged building until local authorities determine it is safe.



Earthquake

Definitions

Earthquake	Term used to describe both sudden slip on a fault, and the resulting ground shaking and radiated seismic energy caused by the slip, or by volcanic or magmatic activity, or other sudden stress changes in the earth.
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1. Keep everyone as calm as possible.
2. Inside – **“Drop, Cover and Hold On!”** utilizing the following guidelines:
 - 2.1. Stay where you are until the shaking stops. Drop down to your hands and knees.
 - 2.2. Cover your head and neck with your arms to protect yourself from falling debris.
 - 2.3. If you are in danger from falling objects, and you can move safely, crawl for additional cover under a sturdy desk or table.
 - 2.4. If there is low furniture or an interior wall or corner nearby, and the path is clear, these may also provide some additional cover.
 - 2.5. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as light fixtures or furniture.
 - 2.6. Hold on to any sturdy covering so you can move with it until the shaking stops.
 - 2.7. Stay where you are until the shaking stops.
3. If outdoors when the shaking starts, move away from buildings, streetlights, and utility wires. Once in the open, **“Drop, Cover, and Hold On!”** Stay there until the shaking stops. This might not be possible in a city/urban environment, attempt to reach a building or sturdy structure to avoid falling debris.
4. After the initial earthquake, survey the immediate area around you, be aware of secondary hazards due to damaged facilities and utilities. Call MACU PD immediately if there are any injuries.
5. Be prepared for any aftershocks that may occur.
6. Report all observed damage to Facilities.
7. If there is a noticeable odor of gas:
 - 7.1. Evacuate the facility, do not turn off lights or utilize any other potential ignition sources, once at a safe location, contact MACU PD.
8. If you are in an elevator during the earthquake and it has malfunctioned:
 - 8.1. Use the emergency telephone in the elevator to contact MACU PD.
 - 8.2. Do not try to force open the elevator door.
 - 8.3. Do not crawl out of an elevator without assistance from authorized personnel.
9. If there is significant damage to the facility, evacuate to designated emergency rally point, unless directed otherwise by emergency responders.
10. Do not re-enter a damaged building until an “All Clear” has been given by emergency responders and local authorities determine the structure is safe.

Flood

Definitions

Flood	An overflow of water onto normally dry land. The inundation of a normally dry area caused by rising water in an existing waterway, such as a river, stream, or drainage ditch. Ponding of water at or near the point where the rain fell. Flooding is a longer term event than flash flooding: it may last days or weeks.
Flash Flood	A flood caused by heavy or excessive rainfall in a short period of time, generally less than 6 hours. Flash floods are usually characterized by raging torrents after heavy rains that rip through river beds, urban streets, or mountain canyons sweeping everything before them. They can occur within minutes or a few hours of excessive rainfall.
Flood Watch	Issued by the National Weather Service (NWS) when there is the possibility of widespread general flooding over an area within the next 36 hours.
Flood Advisory	Issued when flooding is imminent or occurring, generally within the next 1-3 hours, but is not expected to substantially threaten life and property.
Flood Warning	Issued by the National Weather Service (NWS) when a river gauge has exceeded, or is forecast to exceed, a predetermined flood stage.
Flash Flood Watch	Issued by the National Weather Service (NWS) generally when there is the possibility of flash flooding or urban flooding over an area within the next 36 hours.
Flash Flood Warning	Issued by the National Weather Service (NWS) when flash flooding is imminent, generally within the next 1 to 3 hours. Usually issued based on observed heavy rainfall (measured or radar estimated), but may also be issued for significant dam breaks that have occurred or are imminent.

In the event that a **FLOOD or FLASH FLOOD WATCH** take the following actions:

1. Stay informed. MACU PD continuously monitors the weather and issues campus alerts as appropriate. Students, faculty, staff, and visitors should remain weather aware and ready to act if conditions worsen.
2. Ensure all building occupants are aware of the potential for flooding and be prepared to relocate to upper floors or another area of the facility, as necessary.
3. Avoid travel. If you must travel, plan your route to avoid low-lying areas. If you encounter severely flooded streets, find an alternate route. Remember to “Turn Around, Don’t Drown” - one foot of water is enough to sweep your vehicle away.

In the event of a **FLOOD or FLASH FLOOD WARNING** take the following actions:

1. Ensure all individuals in your immediate area are aware of the hazard and assist with movement, as necessary.
2. Notify the MACU PD if there is flooding inside the building, including the location and number of occupants, and any additional needs.
3. Remain calm until the flooding subsides, relocate to upper floors or other areas of the facility, if possible.
4. If evacuated from the facility, do not return to or attempt to re-enter flooded areas until an “All Clear” is given by emergency responders.

Winter Weather

Definitions

Winter Weather Watch	Issued by the National Weather Service (NWS) when significant winter precipitation is possible in the next 24 to 48 hours. A watch does not mean it's a sure thing, but is designed to alert you to the fact that hazardous winter weather could occur. Watches are issued for winter storms, heavy snow or blizzards.
Winter Weather Advisory	Issued by the National Weather Service (NWS) for winter precipitation that is not expected to produce significant risks to life and/or property, but that could still impact travel or other activities. Advisories are issued for a variety of winter weather conditions.
Winter Weather Warning	Issued by the National Weather Service (NWS) when winter precipitation that could lead to a threat to life or property is expected or is occurring. A warning is the most serious of the winter weather messages and indicates that action should be taken immediately to get ready for the storm. Warnings are issued for winter storms, ice storms, heavy snow, blizzards and heavy sleet.
Winter Storm	This term may refer to a combination of winter precipitation, including snow, sleet, freezing rain, etc.
Sleet	Rain drops that freeze into pellets of ice before reaching the ground. Sleet usually bounces when hitting a surface and does not stick to objects. However, it can accumulate and cause dangerous driving conditions.
Heavy Snow	In Oklahoma, heavy snow is defined as four or more inches of snow accumulating in a 12-hour period, or six or more inches accumulating within a 24-hour period.
Blizzard	This life-threatening event is produced by a combination of falling or blowing snow, and high winds, typically 35 mph or more for a prolonged period of time. This combination can create potentially deadly travel conditions with impassable roads and zero visibilities.
Freezing Rain	Rain that falls onto a surface where the temperature is below freezing. This causes the rain to freeze on contact with trees, power lines, cars and roads. This coating or glaze of ice causes serious travel problems, even with very small accumulations.
Ice Storm	A high impact event caused by excessive accumulations of freezing rain on trees and power lines. Generally, a quarter of an inch or more of ice is considered dangerous. However, this can vary depending on other factors.

If hazardous **winter weather conditions are forecasted:**

1. Stay informed. MACU PD continuously monitors the weather and issues campus alerts as appropriate. Students, faculty, staff, and visitors should also ensure they remain weather aware and ready to act if conditions worsen.
2. If the decision is made to close or delay opening of campus facilities the information is sent out through the SafeZone App and reported to the local news media.
 - 2.1. A decision regarding operational status is generally reached by 5:00 a.m. for day and evening classes.
 - 2.2. Employees with responsibilities relating to securing the campus or returning it to operational capability may be directed to report for work. Employees should contact their immediate supervisor if there are specific questions about reporting requirements.

Winter Weather (Continued)

If hazardous winter weather conditions are occurring or imminent:

1. Students, faculty, staff, and visitors should stay indoors during the storm.
2. Drive only if it absolutely necessary.

If you must drive:

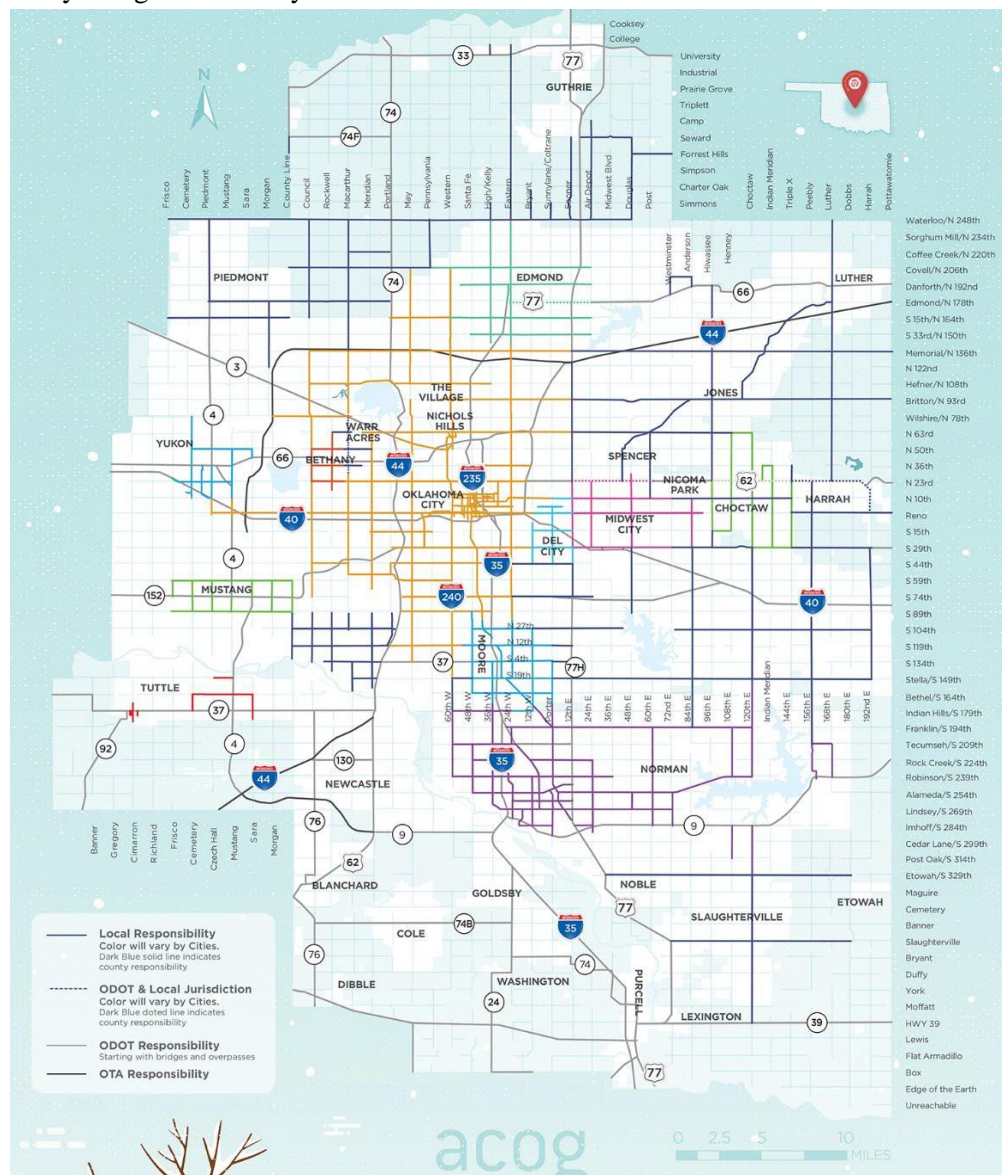
Travel during daylight hours

Avoid travelling alone

Keep others informed of your schedule and your planned route

Stay on main roads and avoid back road shortcuts

3. Visit <http://www.acogok.org/snowklahoma-2/> for a map of the Oklahoma City area snow routes.
4. Walk carefully on snowy and/or icy walkways.
5. Report utility outages and/or any observed hazards to MACU PD.



Bomb Threat

In the event a bomb threat is communicated to MACU in any format or through any conveyance, the following procedures should be followed:

1. If you receive a bomb threat by phone, remain calm and follow the bomb threat checklist on the next page of this plan. If possible, request another person contact MACU PD immediately.
2. After disconnecting with caller, contact MACU PD and provide them with any information you have regarding the threat.
3. The determination to evacuate any or all MACU facilities and notification of additional emergency response from the Oklahoma City Police and/or Fire Department will be made by the MACU Chief of Police or designee. If circumstances allow, the MACU Chief of Police or designee will consult with the MACU President or designee prior to evacuation.
4. The announcement to evacuate facilities are made utilizing the SafeZone App including but not limited to: campus e-mail, text messaging system, Alertus beacons, computerscreens, public address systems, social media, and personal direction from campus officials.
5. All persons not assigned bomb threat response duties should gather their belongings and evacuate the building through the nearest exit. Once outside, move to a designated emergency location, unless directed otherwise by emergency responders.
6. Ensure walkways and streets are clear for emergency response crews and vehicles that may be arriving on scene.
7. All campus radio and cell phone communications shall cease immediately.
8. The MACU Chief of Police and/or the Director of Facilities may assign personnel to search MACU facilities. Additional local Law Enforcement Agencies may confer and assist with search operations as requested by the Incident Commander.
9. All reports of suspicious objects should be communicated to MACU PD utilizing the hard line campus telephone system or in person to emergency responders at the scene.
10. All inquiries by the media should be directed to the Chief of Police.
11. After the campus has been released for occupancy, the "All Clear" will be announced by the Incident Commander and communicated to students, faculty, staff, and visitors through all available means.
12. Do not attempt to re-enter the building for any reason until the "All Clear" has been given by emergency responders.

BOMB THREAT CHECKLIST

Questions to ask the caller:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb? Why?
7. What is your address?
8. What is your name?

Caller's Voice:

___Calm___Nasal___Angry___Stutter___Excited___Lisp___Slow___Raspy
___Rapid___Deep___Soft___Ragged___Loud___Raspy___Clearing Throat
___Laughter___Deep Breathing___Crying___Cracking Voice___Normal___Disguised

Threat Language:

___Distinct___Accent___Well Spoken (Educated)___Slurred___Familiar___Incoherent
___Whispered___Foul___Taped___Message read by threat maker___Irrational

If voice is familiar, who did it sound like? _____

Write the exact wording of the threat:

Background Noises:

___Street noises___Factory machinery___Kitchen Noises___Animal noises___Voices
___Clear___PA System___Static___Music___Local___Long distance___Motor
___House noises___Office machinery___Other_____

Caller Information:

Sex of Caller:_____ Race:_____ Age:_____

Number at Which Call Received:

Time of call:_____ Date:___/___/___

Additional Remarks:

Name:_____ Department/Division:_____

Position:_____ Phone Number:_____

Active Threat

Definitions

Active Shooter	An individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.
Civil Disturbance	Includes riots, demonstrations, threatening individuals or assemblies that have become disruptive.
Potentially Violent or Dangerous Person	Person who indicates they may try to harm themselves and/or others or someone who appears threatening through words or actions.

In the event of an **active threat / active shooter at or near your location:**

1. Immediately contact MACU PD. Officers will respond to the location of the disturbance and request additional support from local Law Enforcement Agencies, as necessary.
2. A report of an active shooter on campus will result in an immediate “Shelter in Place” alert for everyone on campus, utilizing the SafeZone App including but not limited to: campus-mail, text messaging system, Alertus beacons, computer screens, social media, and personal direction from campus officials.
3. If the armed person or shooter is near your location you should consider the following options:
 - 3.1. **Run** and escape, if possible.
 - 3.1.1. Getting away from the shooter or shooters is the top priority.
 - 3.1.2. Leave your belongings behind and get away.
 - 3.1.3. Help others escape, if possible, but evacuate regardless of whether others agree to follow.
 - 3.1.4. Warn and prevent individuals from entering an area where the active shooter may be.
 - 3.1.5. Once you are safe, contact MACU CPD, and provide any details you have about the shooter including: description, location, and type of weapon(s).
 - 3.2. **Hide**/shelter in place, if escape is not possible.
 - 3.2.1. Get out of view and stay very quiet. Look for a hiding place that will provide protection if shots are fired in your direction.
 - 3.2.2. Lock and block doors, close blinds, and turn off lights.
 - 3.2.3. Silence all electronic devices and make sure they will not vibrate.
 - 3.2.4. Do not hide in groups, spread out along walls or hide separately to make it more difficult for the shooter.
 - 3.2.5. As discreetly as possible, without illuminating your location, try to communicate with police silently through the MACU SafeZone app.
 - 3.2.6. Stay in place until law enforcement gives you notification of “All Clear”.
 - 3.3. **Fight**, as an absolute last resort.
 - 3.3.1. Commit to your actions and act aggressively as possible against the shooter.
 - 3.3.2. Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc. to distract and disarm the shooter.
 - 3.3.3. Be prepared to cause severe or lethal injury to the shooter.

Active Threat (Continued)

4. Law Enforcement personnel will be responding rapidly. It is important for everyone to remain sheltered until an “All Clear” is given or you are directed to evacuate by law enforcement personnel. If you encounter law enforcement responders, strictly obey all commands given. Expect firm and direct commands from law enforcement personnel.
5. Do not yell or scream at law enforcement and keep hands visible and empty at all times.
6. Updated safety information and instructions are sent through the SafeZone App, when appropriate.
7. Take care of yourself first, and then help the wounded before first responders arrive. Emergency First Aid Kits are located in or near campus Safer Areas.
 - 7.1. If the injured are in immediate danger, help get them to safety, if possible.
 - 7.2. While you wait for first responders to arrive, provide first-aid, apply direct pressure to wounds and use tourniquets, if you have been trained to do so.

In the event of an *active threat / active shooter on campus, but not near your location*:

1. Immediately contact MACU PD. Officers will immediately respond to the location of the disturbance and request additional support from local Law Enforcement Agencies, as necessary.
2. Shelter in Place in your facility.
 - 2.1. Lock and block all doors, close blinds, and turn off lights.
 - 2.2. Silence all electronic devices and make sure they will not vibrate.
 - 2.3. Continue to monitor all available sources of communication including, but not limited to, MACU social media sites, text, email, and local news for more information.
 - 2.4. If you observe suspicious or criminal activity near your location, remain sheltered in place and contact MACU PD to report the information.
 - 2.5. Stay in place until you are notified by law enforcement or through the Campus Alert Notification System of an “All Clear”.

In the event of a *civil disturbance*:

1. Contact MACU PD immediately and provide details regarding the nature of the disturbance.
2. Distance yourself from the person(s) creating the disturbance.
3. Do not provoke or become part of the disturbance.
4. If the disturbance is outside, remain inside and away from doors and windows.

In the event of a *potentially violent or dangerous person*:

1. Contact MACU PD immediately and provide details regarding the subject.
2. Stay calm and encourage others to do so as well.
3. Do not approach the person. Distance yourself and others from the person, if possible.
4. If you are unable to distance yourself from the person, behave in a manner that calms the situation; do not patronize or argue with the person.
5. Stay out of arm’s reach and do not touch the person; look for a clear escape path.

Missing Person

In the event of receiving a report of a **missing child or adult on campus**, take the following actions:

1. Immediately contact MACU PD and provide the following information:
 - 1.1. Name and Date of Birth of missing person (if known).
 - 1.2. Description - include all available identifying information including, but not limited to: race, sex, height, hair color, eye color, and clothing.
 - 1.3. Description of missing person's vehicle (if applicable).
 - 1.4. Last known location of missing person
 - 1.5. Your contact information and location.
2. MACU PD will respond to the report of a missing person to initiate a plan of action to find the person and request additional support from local Law Enforcement Agencies, as necessary.
3. If determined necessary by MACU PD, an alert may be sent utilizing the SafeZone App with information regarding the missing person and actions to take to assist in finding them.
4. All persons are encouraged to report any suspicious activity or information regarding the missing person to MACU PD.



Hazardous Material Release or Spill

1. In the event of a Chemical or Hazardous Material Spill **inside of the facility**, take the following actions:
2. Immediately notify MACU PD and provide the following information:
 - a. Name
 - b. Name of chemical or hazardous material, if known
 - c. Estimated amount
 - d. Exact location of the spill
 - e. Any injuries that may have occurred as a result of the spill
 - f. Any actions you or any other staff may have taken
3. Do not try to clean up a spill, unless you are specifically trained to do so.
4. Do not touch or step in spilled materials.
5. Evacuate and seal off the affected area to prevent further contamination.
6. If a chemical or hazardous material comes in contact with a person (eyes, skin, inhalation or ingested), take the following actions:
 - a. Contact MACU PD immediately
 - b. Remove all contaminated clothing
 - c. Avoid contact with others if you or they have been exposed to chemicals.
 - d. Follow Safety Data Sheet (SDS) recommended first aid measures.

Current SDS information can be referenced at www.macu.edu.
7. Evacuate the building if instructed to do so by MACU PD. The announcement to evacuate facilities are made utilizing the SafeZone App, including but not limited to: campus e-mail, text messaging system, Alertus beacons, computer screens, social media, and personal direction from campus officials.
8. Once outside, move in an upwind and uphill direction away from the building to the nearest designated emergency location unless directed otherwise by emergency responders..
9. Keep streets and walkways around building clear for emergency crews and vehicles.
10. Do not attempt to re-enter building until the “All Clear” is given by emergency responders.

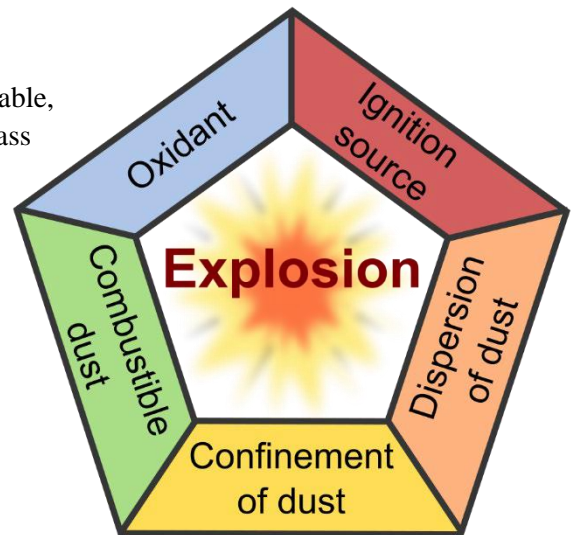
In the event of a Chemical or Hazardous Material Spill **outside of the facility**, take the following actions:

1. Immediately notify MACU PD and provide information regarding the hazardous material spill, if known.
2. Follow direction of emergency responders.
3. Move uphill and upwind from the source of the hazardous material spill or leak. Seek shelter inside, close all doors, windows, and vents. Turn off heating, ventilation, and air conditioning systems, if possible.
4. Move to an interior room within the building. Place a wet cloth, clothing, or towels under doors to prevent contaminated air from entering rooms.
5. If there is a medical emergency or persons believe they may have been exposed to the hazardous material contact MACU PD immediately.
6. Do not leave the building until the “All Clear” has been given by emergency responders.

Explosion or Fire

In the event of an **Explosion**:

1. Keep everyone as calm as possible.
2. Immediately seek shelter underneath a heavy object such as a table, desk, or other object that will give protection against falling glass or debris.
3. After the effects of the explosion have subsided and you deem it safe to exit your area, notify MACU PD immediately. Provide your name and location of the explosion.
4. MACU PD will respond to the area.
5. Evacuate the building if instructed to do so by MACU PD.
6. Once outside, move away from building and make way to the nearest designated emergency location.
7. Follow all instructions of emergency responders at the scene.
8. Keep streets and walkways around the buildings clear for emergency crews and vehicles.
9. Do not attempt to re-enter the building for any reason until the “All Clear” has been given by emergency responders.



In the event of a **Fire** (open flame or smoke observed):

1. If the fire alarm is not already activated, pull the building fire alarm.
2. Contact MACU PD and notify others in the area of the need to exit the building immediately.
3. Assist others with evacuation, as necessary. Do not utilize elevators if there is a fire in the building.
4. Close doors as you exit the building.
5. Once outside, move away from building and make way to the nearest designated emergency location.
6. If you are caught in heavy smoke, get close to the floor and crawl. Cover your mouth and nose with blouse, shirt, or jacket and breathe through your nose.
7. If you are trapped by fire, back away and close as many doors as possible between you and the fire. Place a wet towel or clothing at the bottom of the door to prevent smoke from coming in. Contact MACU PD and/or yell for help.
8. Follow the instructions of emergency responders on site.
9. Keep streets and walkways around the buildings clear for emergency crews and vehicles.
10. Do not attempt to re-enter the building for any reason until the “All Clear” has been given by emergency responders.



Utility Disruptions

In the event of a **Broken Water Pipe or Line**, the following actions will be taken:

1. Contact MACU PD. MACU PD will notify Facilities.
2. The determination to evacuate an area is made by MACU PD and/or Facilities Management.
3. The determination to close facilities for an extended time will be made by the President or designee after consultation with MACU PD and Facilities Management.
4. The announcement to evacuate facilities and/or the closure of the affected area is made utilizing the SafeZone App including, but not limited to: campus e-mail, text messaging system, Alertus beacons, computer screens, social media, and personal direction from campus officials.
5. With the exception of persons assigned to address a flood or broken pipe response duties, all students, faculty, staff, and visitors should turn off and secure all equipment in their immediate area and leave the building, as directed.
6. Crowd control is the responsibility of MACU PD and Facilities Management.
7. Evacuate to the appropriate designated emergency location, unless directed otherwise by emergency responders.
8. Keep streets and walkways clear for emergency crews and vehicles.
9. Only authorized personnel and vehicles will be allowed in the immediate area of the hazard.
10. Do not return to evacuated areas until an "All Clear" is given by emergency responders.

In the event of a **Power Outage**:

1. If the power outage is localized to a room or only a portion of the building, report the power outage to MACU PD. MACU PD will notify Facilities Management.
2. If the power outage appears to be campus or area wide, please do not overtax MACU PD or Facilities Management by repeatedly reporting the outage.
3. The announcement to evacuate facilities and/or the closure of the affected area is made utilizing the SafeZone App including, but not limited to: campus e-mail, text messaging system, Alertus beacons, computer screens, social media, and personal direction from campus officials.
4. If the power goes out while you are in the elevator, remain calm, utilize the emergency telephone in the elevator to contact MACU PD to advise them of the situation.
5. Avoid a power surge by turning off and/or unplugging non-essential electrical equipment, computers, and other voltage-sensitive equipment or appliances.

In the event of a **Natural Gas Leak** take the following actions:

1. Immediately contact MACU PD. MACU PD will notify Facilities Management.
2. The determination to evacuate any or all MACU facilities and notification of additional emergency response will be provided by MACU PD and/or Facilities Management.
3. The announcement to evacuate facilities and/or the closure of the affected area is made utilizing the SafeZone App including, but not limited to: campus e-mail, text messaging system, Alertus beacons, computer screens, social media, and personal direction from campus officials.

Technological Hazards

4. With the exception of persons assigned to address natural gas leak response duties, all students, faculty, staff, and visitors should turn off and secure all equipment in their areas and immediately leave the building / area as directed.
5. All persons that do not have response duties will evacuate to the appropriate designated emergency location, unless directed otherwise by emergency responders.
6. Keep streets and walkways clear for emergency crews and vehicles. Only authorized personnel and vehicles will be allowed in the immediate area of the hazard.
7. Do not return to evacuated areas until “All Clear” is given by emergency responders.

