

# MSU Moorhead

## Emergency Preparedness Guide



### ***Numbers to Know:***

#### **Emergency**

Fire, Police, Ambulance      911

#### **Non-Emergency**

Public Safety      218.477.2449

Police      218.299.5120

Fire      218.299.5435

Ambulance      701.364.1700

**Building Name:** \_\_\_\_\_

**Building Address:** \_\_\_\_\_

*See Back Page for Building and Address Information*



MINNESOTA STATE UNIVERSITY  
**MOORHEAD.**

## ► Introduction

These guidelines are for responding to emergencies at Minnesota State University Moorhead. Not all emergencies fall within the parameters of a defined plan; sometimes individual judgment will be your best guide. Your preparedness, awareness and self-discipline are keys to an orderly and safe emergency response.

**There are two basic procedures to follow during a building emergency: evacuation or relocation. Emergencies involving probable evacuation are:**

- Fire, flame or smoke
- Floods
- Bomb threats

**Other emergencies that may require only relocation to safe areas within the interior of the building are:**

- Weather related
- Utilities failure
- Medical, accidental or health
- Hazardous material release
- Civil disturbances
- Bomb threats
- Hostage situations

**NOTE:** Building or department-specific information may differ from the details offered in this guide. Refer to the Emergency Plans posted in classrooms, meeting areas, departments and residence halls. For further information contact:

- Director of Public Safety, 218.477.5869
- Asst. Director of Public Safety, 218.477.4276

# Introduction

# ► Emergency Phone Numbers & Code Blue Phone System

## **To report any police, fire, or medical emergency, call:**

From campus: 911; Public Safety at 2449; or use the Code Blue phone system.

Off campus or from a cell phone: 911 AND Public Safety at 218.477.2449

## **To report any non-fire building emergency call:**

From campus: Public Safety at 2449 or use the Code Blue phone system.

Off campus or from a cell phone: Public Safety at 218.477.2449

When reporting an emergency:

- Stay on the line with the dispatcher.
- Provide the address of the building involved and your exact location. This is especially critical if you are calling from a cell phone.
- Provide a thorough description of the incident to ensure that proper resources are dispatched.
- Do not hang up until the dispatcher tells you to do so.

## **Code Blue Phone System**

Code Blue phones are installed in campus buildings and exterior locations allowing high visibility and quick access for incident reporting and general information. These telephones have highly visible push buttons on an illuminated faceplate. For general campus information push the “Info” or “Call” button and wait for a response. For security purposes a single push on the “Help” or “Emergency” button summons Public Safety, allows the dispatcher to hear what is going on, pinpoints the exact location of the trouble, and triggers the bright blue police-type strobe light on top of the phone. This brightly lights the surrounding area. Once activated, wait for the dispatcher to verbally respond before you begin talking. If you are in physical danger, activate the Code Blue phone system and immediately move to a safe area. Once the phone system is activated the dispatcher will send an officer to the phone’s location.

## ► Emergency Notification System

MSUM's emergency notification system e2campus allows the campus community a choice to receive emergency text alerts (cell phone), emails, and telephone calls to communicate emergency information quickly, regardless of your location. During an emergency, university officials will send an emergency communication to registered community members with the location, specific emergency and recommended safety measures. The message will be brief and to the point. Additional information will be disseminated through an all-community email as soon as it is available. You must register to receive alerts. Registration is voluntary but highly encouraged.

The e2campus emergency notification system is designed as an “opt-in” program. This means all you have to do is log on to <https://appserv.mnstate.edu/security/ecampus> and complete the registration process. You will be able to add your email and two cell phone numbers of your choice that you want the emergency alerts sent to. (Remember when signing up you will need your cell phone with you for validation purposes and a text enabled phone.)

For those that do not have a cell phone or a text enabled cell phone here are some additional options. You can input a landline number and an email address of your choosing into the system and we will alert you with a recorded emergency message.

However, if you are an employee of MSUM key department and office numbers have already been uploaded in the system. When you sign up to the service it's recommended that you do not input any 477-XXXX – MSUM numbers into the system. There are certain limitations with our PBX phone system and we want to make sure that duplicating phone calls are not occurring.

When you sign up, your information is secure and not viewable by third parties. You can be confident that you will be receiving only time sensitive emergency messages.

If you have any questions please send an email to [e2campus@mnstate.edu](mailto:e2campus@mnstate.edu) or call 218.477.2449.

# General Emergency Procedures

## ► Crime Prevention and Resources

### **If you witness a crime:**

- If you witness a crime or become the victim of a crime, call 911 to report the incident to Moorhead Police.
- If you observe a person commit a crime, do not block their avenue of escape. Instead, get a good description of the person, note their direction of travel, and obtain vehicle information if pertinent.
- Do not follow the person. Let the person leave the scene. If followed, the person may panic and cause you harm.

### **Personal safety tips:**

- Do not let people into a locked building or office unless you work with them or they have been properly identified. If the person gives you any problems, call Public Safety (218.477.2449).
- In the event that a suspicious person is seen roaming around, or suspicious calls are received, contact Public Safety immediately.
- Always keep the door to your room locked when you are working alone.
- Don't investigate a suspicious person or noise outside by yourself.
- Keep a list of emergency numbers with you.
- Never walk alone at night. Let someone know where you are going. Walk in an alert and confident manner, and actively pay attention to your surroundings.
- Be alert. If you are being followed, head quickly to a lighted area, building or group of people.
- Choose the best lit, most traveled paths when walking. Avoid walking or jogging alone at night, particularly in isolated area with limited lighting.
- Do not prop open exterior doors that are supposed to be locked.
- Call for a Public Safety Escort (218.477.2449).

### **Resource information:**

- Emergency: 911
- Public Safety non-emergency: 218.477.2449
- Moorhead Police non-emergency: 218-299-5120
- Public Safety Escorts: 218.477.2449

## ► Civil Disturbance

**Civil disturbances include riots, demonstrations, threatening individuals, or assemblies that have become significantly disruptive.**

In the event of a civil disturbance:

- Call Public Safety (218.477.2449).
- Provide the address, location, and all possible details to the dispatcher.
- Do not provoke or become involved in the disturbance.
- Secure your work area, log off computers, and secure sensitive files, if safe to do so.
- If the disturbance is outside, stay away from doors and windows. Remain inside.

## ► Lockdown

A Lockdown Response is to be utilized for situations where an actual crisis situation has occurred. An appropriate response should be implemented for any situation involving the following scenarios:

- Shots being fired on or immediately adjacent to the campus.
- Report of weapon(s) on campus
- A stabbing on campus.
- An explosion near, but not on the campus.
- A hostage situation or an armed barricaded subject on or immediately adjacent to the campus.
- Threats involving weapons of mass destruction, which would indicate immediate danger to those on campus.

When a hostile person(s) is actively causing death or serious bodily injury or the threat of imminent death or serious bodily injury to person(s) within a building, the following procedures should be implemented:

- If possible, immediately lock and/or barricade everyone in a classroom, office, lab, etc. Block the door using whatever is available – door wedges, desks, file cabinets, other furniture, etc.
- Cover any windows or openings that have a direct line of sight into the hallway.
- If communication is available, call 911 and/or Public Safety (218.477.2449).
- Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempted to exit.
- Line everyone up on the floor, away from doors and windows. Use the same wall as the doors if possible.
- Close windows, shades and curtains.
- Tell everyone to be quiet and to turn off radios, cell phones, pagers and computer monitors.
- Do not leave the room until Moorhead Police or Public Safety gives the “all clear” announcement or instructs you to leave.
- Once the police arrive, obey all commands. This may involve your being handcuffed, or keeping your hands in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.

**REMEMBER:** If the fire alarms sound while in lockdown, wait for the evacuation command with authentication, or obvious indicators such as smoke, flames, verbal confirmation, etc.

## ► Hazardous Materials Incident

**If you are involved with or observe a hazardous material (biological, chemical, fuel, or oil) spill, incident, or release for which assistance is needed:**

- If the incident is indoors, close and lock all doors in order to isolate the area.
- If possible, open windows to outside.
- Establish exhaust ventilation, if possible. Vent fumes to outside of building.
- Place barricades and warning notices at access points. Post staff by commonly used entrances to direct people to other routes.
- From a safe area, call Public Safety (218.477.2449).
- Be prepared to provide the following information regarding the spill or release:
  - Name of the material
  - Quantity of material
  - Time of the incident
  - Location of the incident
  - If anyone is injured or exposed to material
  - If a fire or explosion is involved
  - Your name, phone number, and location
- Follow instructions provided by the dispatcher.
- Arrange for someone to meet the emergency responders.
- Evacuate, if necessary. Help those needing assistance. Remain in a Designated Assembly Area until released by emergency responders.
- Present the Material Safety Data Sheet of involved substances to emergency responders if this information is available.

***Do not attempt to clean up a spill or release unless you are trained to do so and have the proper equipment.***

**If you are notified of a hazardous materials incident, follow the instructions provided by the emergency response officials:**

Clear the area immediately if instructed to do so by the emergency responders, providing assistance to those with special needs.

When evacuating, move crosswind, never directly with or against the wind.

**If you observe what you believe to be an unauthorized release of any pollutants to the environment, call Public Safety immediately (218.477.2449).**

# Hazardous Materials Incident

## ► Shelter-in-Place

### **What Shelter-in-Place Means:**

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room if possible, with no or few windows, and taking refuge there. It does not mean sealing off your entire building. If you are told to shelter-in-place, follow the instructions provided.

### **Why You Might Need to Shelter-in-Place:**

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, information will be provided by University authorities on television, radio stations, and through Emergency Notification Systems.

### **How to Shelter-in-Place**

- Stop classes or work, or close business operations.
- If there are students or visitors in the building, provide for their safety by asking them to stay--not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Unless there is an imminent threat, ask students, staff, and visitors to call their emergency contact to let them know where they are and that they are safe.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit somewhere. Avoid overcrowding by selecting several rooms if necessary.
- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Bring everyone into the room(s). Shut and lock the door(s).
- Keep listening to the radio or television until you are told all is safe or you are told to evacuate. University and local officials may call for evacuation in specific areas at greatest risk on this campus.

## ► Suspicious Package or Mail

**If you receive or discover a suspicious package or mail:**

**DO NOT TOUCH IT, TAMPER WITH IT, OR MOVE IT!**

**Immediately call Public Safety (218.477.2449).**

**\*Do not use a cell phone within 300 feet of a suspicious package.**

**What constitutes a suspicious letter or parcel?**

Some typical characteristics which ought to trigger suspicion include letters or parcel that:

- Have any powdery substance on the outside.
- Are unexpected or from someone unfamiliar to you.
- Have excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words.
- Are addressed to someone no longer with your organization or are otherwise outdated.
- Have no return address or have one that can't be verified as legitimate.
- Are of unusual weight, given their size, or are lopsided or oddly shaped.
- Have an unusual amount of tape.
- Are marked with restrictive endorsements, such as "Personal" or "Confidential."
- Have strange odors or stains.

**What to do if you receive a suspicious package or parcel:**

- Remain calm.
- Handle with care. Do not shake or bump.
- Isolate it immediately. Seal in a plastic bag if possible or cover with any material.
- Don't open, smell, touch, or taste.
- Leave the room and close the door so others can't enter.
- Treat it as suspect. Call Public Safety (218.477.2449).

## ► Tornado and Weather Emergencies

**Tornado Watch** means tornadoes are possible in our area. Remain alert for approaching storms, and be prepared to seek shelter.

**Tornado Warning** means a tornado is imminent or has been indicated by Doppler radar or reported by storm spotters. Move to a pre-designated Severe Weather Safe Area immediately!

**Severe Thunderstorm Watch** means severe thunderstorms are possible in your area.

**Severe Thunderstorm Warning** means a severe thunderstorm is imminent or has been indicated by Doppler radar or reported by storm spotters.

Tornado sirens are located on Livingston Lord Library's roof and sounded when MSUM lies in a tornado's path. These sirens are intended to be heard outside of buildings and are not designed to be heard inside every building.

### **What to do during a tornado warning:**

When the tornado sirens sound or a tornado has been sighted, go to a safe shelter immediately.

1. Move to a building's pre-designated Severe Weather Safe Area. These locations include lower level interior hallways and rooms away from windows. Assist those with special needs in getting to the safe area.
2. Put as many walls as possible between you and the outside. The large brick buildings on campus are of reinforced construction and should provide adequate shelter. Avoid upper level rooms, auditoriums and gymnasiums with large roofs.
3. Close doors to rooms with exterior windows. Do NOT use any elevator. Cover your neck and face with folded arms. Stay there until the danger has passed and the "all clear" message is received.
4. Get out of vehicles immediately and go to the lowest floor of a sturdy nearby building or a storm shelter.
5. If caught outside with no shelter, lie flat in a nearby ditch or depression and cover your head with your hands.
6. Never try to outrun a tornado in a car or truck; instead, leave the vehicle immediately for safe shelter. Tornadoes are erratic and move swiftly.
7. Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

Do not call 911 unless you need to report an emergency, such as a fire, medical emergency or severe building damage. 911 lines need to be kept open and available for emergency calls.

## ► Fire

**Immediately activate the building's fire alarm system. Evacuate the building unless otherwise notified. Call 911 from any campus phone or call 911 AND Public Safety (218.477.2449) from a cell phone or from off campus.**

### **If you discover a fire:**

- Manually activate the building's fire alarm system.
- Immediately evacuate the building, closing doors and windows behind you.
- Check the doors with the back of your hand before opening; if hot move to alternative exit.
- **DO NOT USE THE ELEVATORS.**
- Persons operating equipment that poses a hazard if left unattended should, if at all possible, shut down the equipment prior to evacuating.
- Locate those persons with special needs, and provide assistance if possible. Assist those with mobility impairments to the nearest Area of Safe Rescue. Provide their location to emergency responders.
- Report to your building's Designated Assembly Area and be accounted for.
- **DO NOT** re-enter the building until the fire department has cleared the scene.

### **If caught in smoke:**

- Do not breathe the smoke!
- Drop to your knees and crawl to the closest safe exit.
- Breathe through your nose, and use a shirt or towel to breathe through, if possible.

### **If trapped in a building:**

- Close all doors and windows.
- Wet and place cloth material around and under the door to prevent smoke from entering.
- Attempt to signal people outside of the building. Call for help using a telephone or cell phone.

## ► Fire Extinguisher Use

1. Report the fire first (Call 911 from any campus phone or call 911 AND Public Safety (218.477.2449) from a cell phone or off campus).
2. Use a fire extinguisher only if you have been trained to do so. Improper use of an extinguisher can increase the hazard.
3. If you have any doubt of your ability to fight the fire, exit immediately.
4. If you decide to use a fire extinguisher, place yourself between the fire and your exit from the area.
5. To use the fire extinguisher, follow the **PASS** method.

**P**ull the pin. This will break the tamper seal if one is provided.

**A**im low, pointing the extinguisher nozzle (or the horn or hose) at the base of the fire.

**S**queeze the handle to release the extinguishing agent.

**S**weep from side to side at the base of the fire until the fire is out. Watch the area. If the fire re-ignites, repeat the steps above.

## ► Medical Emergencies

### Cardiopulmonary Resuscitation (CPR)

If you suspect a head or spinal injury, **DO NOT MOVE** the victim unless there is an immediately life-threatening emergency.

#### 1. Assess the situation:

- Is the person conscious or unconscious?
- If the person appears unconscious, tap or shake his shoulder and ask loudly, “Are you OK?”
- If the person doesn’t respond, follow the steps below and call 911 or 911 AND 218.477.2449.

#### 2. Locate an Automatic External Defibrillator (AED) if one is immediately available. The closest AED location is indicated on the building’s posted Emergency Plans.

- Use the AED as outlined on the device.

#### 3. Here is a step-by-step guide for the new CPR guidelines:

- A. If not done already, call 911 or ask someone else to do so.
- B. Try to get the person to respond; if he/she doesn’t, roll the person on his or her back.
- C. Check for breathing. If the person is **not** breathing, proceed with chest compressions. If the person is breathing, monitor the person until professional help arrives.
- D. Start chest compressions. Place the heel of your hand on the person’s sternum (breastbone) at the center of the victim’s chest. Put your other hand on top of the first with your fingers interlaced.
- E. Press down so you compress the chest at least 2 inches in adults and children and 1.5 inches in infants. “At least one hundred times a minute is optimal,”
- F. If you have not been trained in CPR, continue with chest compressions until professional help arrives or the person recovers.
- G. If you’re been trained in CPR, you can now open the airway with a head tilt and chin lift.
  - Pinch closed the nose of the victim. Take a normal breath, cover the victim’s mouth with yours to create an airtight seal, and then give two, one-second breaths as you watch for the chest to rise.

- Continue compressions and breaths -- 30 compressions, two breaths -- until help arrives.

### To Control Bleeding

1. **Have the injured person lie down.** If possible, position the person's head slightly lower than the trunk or elevate the legs. This position reduces the risk of fainting by increasing blood flow to the brain. If also possible, elevate the site of bleeding.
2. **Remove any obvious dirt or debris from the wound.** Don't remove any large or more deeply embedded objects. Don't probe the wound or attempt to clean it at this point. Your principal concern is to stop the bleeding.
3. **Apply pressure directly on the wound.** Use a sterile bandage, clean cloth, or even a piece of clothing. If nothing else is available, use your protected hand or have the victim use their hand to apply direct pressure on the wound.
4. **Maintain pressure until the bleeding stops.** When it does, bind the wound tightly with a bandage (or even a piece of clean clothing) and adhesive tape.
5. **Don't remove the gauze or bandage.** If the bleeding continues and seeps through the gauze or other material you are holding on the wound, don't remove it. Instead, add more absorbent material on top of it.
6. **Squeeze a main artery if necessary.** If the bleeding doesn't stop with direct pressure, apply pressure to the artery delivering blood to the area of the wound. Pressure points of the arm are on the inside of the arm just above the elbow and just below the armpit. Pressure points of the leg are just behind the knee and in the groin. Squeeze the main artery in these areas against the bone. Keep your fingers flat. With your other hand, continue to exert pressure on the wound itself.
7. **Immobilize the injured body part once the bleeding has stopped.** Leave the bandages in place and wait for emergency medical service to arrive.

### Chemical Burns

If a chemical burns the skin, follow these steps:

1. **Remove the cause of the burn** by flushing the chemicals off the skin surface with cool, running water for 20 minutes or more. If the burning chemical is a powder-like substance such as lime, brush it off the skin without exposing yourself before flushing.
2. **Remove clothing or jewelry** that has been contaminated by the chemical.
3. **Wrap the burned area** with a dry, sterile dressing or a clean cloth.
4. **Rinse the burn again** for several more minutes if the victim complains of increased burning after the initial washing.

Minor chemical burns usually heal without further treatment.

**You may not feel any effect from chemical spills, but it's very important to wash quickly and thoroughly. Many chemicals can cause severe tissue damage that is not apparent until hours later.**

### Seek emergency medical assistance if:

- The victim has signs of shock, such as fainting, pale complexion, or breathing in a notably shallow manner.
- The chemical burned through the first layer of skin and the resulting second-degree burn covers an area more than 2 to 3 inches in diameter.
- The chemical burn occurred on the eye, hands, feet, face, groin, or buttocks or over a major joint.

If you're unsure whether a substance is toxic, call the poison control center at (800) 222-1222. If you seek emergency assistance, bring the chemical container or a complete description of the substance with you for identification.

# Medical Emergencies

# ► Utilities

## **Flooding**

Flooding can occur due to major rainstorms, water main breaks, or loss of power to sump pumps.

In Case of Imminent or Actual Flooding:

- Contact Public Safety (218.477.2449) and report the incident.
- If you can do so safely:
  - > Secure vital equipment, records, and hazardous materials by moving to higher, safer ground.
  - > Shut off all non-essential electrical equipment.
  - > Wait for instructions from Public Safety or Physical Plant.
- Move all personnel to a safe area, away from the building in danger. Locate those persons with special needs, and provide assistance if possible. Otherwise, provide their location to emergency responders.
- Do not return to the building until instructed to do so by Public Safety or Physical Plant.
- Call the Physical Plant (218-477-2662) for assistance with flood clean-up.

## **Gas Leak - Fumes - Vapors**

If you detect natural gas, fumes or vapors:

- Call Public Safety (218.477.2449).
- Clear the area immediately if instructed to do so by the dispatcher, providing assistance to those with special needs.
- Provide your location, the location of the odor, and as many details as possible to the dispatcher.

If a building or area evacuation is ordered by the emergency responders:

- Leave all ventilation systems operating unless instructed otherwise by emergency responders.
- Leave the area immediately, avoiding the use of elevators unless necessary.
- Identify those persons with special needs, and provide assistance if possible. Otherwise, provide their location to emergency responders.
- Report to your building's Designated Assembly Area to be accounted for.

## **Power Outage**

In the event of a power outage, many campus buildings are supplied with emergency power and/or generators to power critical operations. Most facilities are provided with emergency lighting to aid in the safe evacuation of the building.

To report a localized power outage, contact Public Safety (218.477.2449).

Be prepared:

Keep a flashlight with spare batteries immediately accessible.

Know how to locate the closest exit.

In the event of a large-scale power outage:

- Remain calm.
- If building evacuation becomes necessary, seek out persons with special needs and provide assistance, if possible.
- Secure all vital equipment, records, experiments, and hazardous materials if safe to do so. Store all chemicals in their original or marked containers and fully open all fume hoods. If this is not possible, or natural ventilation is not adequate, evacuate the area until power is restored.
- Do not light candles or other types of flames for lighting.
- Unplug electrical equipment, including computers, and turn off the light switches.

If people are trapped in an elevator:

- If you are able to communicate with them, let the passengers know help has been summoned.
- Call Public Safety (218.477.2449).
- Provide specific location information and number of individuals involved to the dispatcher.
- Stay near the passengers if safe to do so, until emergency responders are on site and the elevator is identified.

# ► Bomb Threat

## Explosives Threat Check List

**Instructions:** Be calm and courteous. LISTEN! Do not interrupt until they stop talking then begin to ask the questions below. If possible attract the attention of a co-worker and indicate to them the nature of the call and have them call Public Safety (218-477-2449).

Time of Call: \_\_\_\_\_ Length of call: \_\_\_\_\_

Origin of call:  Internal  External  Unknown Caller ID# \_\_\_\_\_

Exact words of the caller: \_\_\_\_\_

\_\_\_\_\_

## Questions to ask:

1. When is the device going to explode? \_\_\_\_\_
2. Where is the device located? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of a device is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the device?  Yes  No Why? \_\_\_\_\_
7. Where are you calling from? \_\_\_\_\_
8. What is your name/address/phone number? \_\_\_\_\_

## Information about the call:

Listen carefully to the voice; note whether the caller is a man or woman; pitch, accent, etc. Circle all that apply:

Calm	Broken	Lisp	Crying	Accent	Disguised	Normal
Stutter	Rapid	Squeaky	Loud	Nasal	Slow	Quiet
Giggling	Excited	Slurred	Angry	Sincere	Deep	Stressed

If voice is familiar, whom did it sound like? \_\_\_\_\_

Were there any background noises? \_\_\_\_\_

Other remarks: \_\_\_\_\_

Person receiving the call: \_\_\_\_\_

Position: \_\_\_\_\_ Department: \_\_\_\_\_

Phone #: \_\_\_\_\_ Ext: \_\_\_\_\_

**Report call immediately to Public Safety (218.477.2449)**

## ► Building Emergency Plan Information

Building Emergency Plans have been installed in classrooms, labs, conference rooms, departmental main offices and residence halls as part of the University's Emergency Management Plan. The plans are conspicuously located; show emergency exit routes, fire extinguisher locations, and fire alarm pull stations; and are updated as necessary. At the beginning of each semester everyone should review the floor plans in order to direct occupants to the nearest safe exit in case of an actual alarm.

The plans also indicate:

- **Designated Assembly Area.** The Designated Assembly Area is the location where building occupants should assemble during a building evacuation. Once the evacuated building is considered safe to enter Public Safety or emergency responders will notify occupants to re-enter the facility.
- **Area of Safe Rescue for the Disabled.** These areas are constructed to provide a higher degree of protection during fires and are checked by the Fire Department upon arrival. Those with mobility impairments should be assisted to the nearest Area of Safe Rescue (usually a stairwell or a room near an elevator) in the building. Doors should be closed and Fire Department notified immediately upon their arrival of disabled person(s) in the safe area.
- **Automated External Defibrillator (AED) location.** An AED is a small, lightweight device used to assess a person's heart rhythm. If necessary, it administers an electric shock to restore normal rhythm in victims of sudden cardiac arrest. The AED uses voice prompts, lights, and text messages to guide the rescuer through procedures.
- **Severe Weather Safe Area.** Designed as safe areas during tornadoes and other severe weather, these locations include interior hallways and rooms away from windows. The large brick buildings on this University campus are of reinforced construction and should provide adequate shelter. Avoid upper level rooms, auditoriums and gymnasiums with large, poorly supported roofs.
- **Shelter-in-Place Area.** These locations are safe areas when hazardous materials may have been released into the atmosphere. This would most likely occur during a train derailment, semi-truck tanker, or chemical plant accidentally releasing hazardous chemicals into the environment. Should this occur a "shelter-in place" warning will be provided by an emergency notification system. These areas are interior rooms that are above ground level because some chemicals are heavier than air. Other precautionary measures needing to take place are doors and windows being shut and ventilation systems turned off.

# Building Names & Addresses

Note: All incoming mail delivery to any department or person at MSUM must use 1104 7th Avenue South, Moorhead, MN 56563 as the mailing address. The U.S. Postal Service will not deliver mail to any other address other than that address on the MSUM Campus. The following building addresses are for physical building locations use only and are not for postal use.

Ballard Hall	1308 8th Ave S	Moorhead, MN 56563
Bridges Hall	700 11th St S	Moorhead, MN 56563
Public Safety/Police Substation	1616 9th Ave S	Moorhead, MN 56563
Center for Business	721 11th St S	Moorhead, MN 56563
Comstock Memorial Union	615 14th St S	Moorhead, MN 56563
Dahl Hall	600 14th St S	Moorhead, MN 56563
Frick Hall	800 11th St S	Moorhead, MN 56563
Foundation Annex	1033 4th Ave S	Moorhead, MN 56563
Grantham Hall	1415 6th Ave S	Moorhead, MN 56563
Grier Hall	800 12th St S	Moorhead, MN 56563
Hagen Hall	600 11th St S	Moorhead, MN 56563
Heating Plant	703 17th St. S	Moorhead, MN 56563
Wellness Center	805 14th St. S	Moorhead, MN 56563
Hendrix Health and Counseling Center	1308 9th Ave S	Moorhead, MN 56563
Holmquist Hall	621 16th St S	Moorhead, MN 56563
John Neumaier Hall	1510 9th Ave S	Moorhead, MN 56563
King Hall	1120 9th Ave S	Moorhead, MN 56563
Kise Commons	725 14th St S	Moorhead, MN 56563
Livingston Lord Library	700 13th St S	Moorhead, MN 56563
Lommen Hall	1213 6th Ave S	Moorhead, MN 56563
MacLean Hall	1128 8th Ave S	Moorhead, MN 56563
Maintenance Building	709 17th St S	Moorhead, MN 56563
Murray Hall	1500 8th Ave S	Moorhead, MN 56563
Nelson Hall	1419 6th Ave S	Moorhead, MN 56563
Nemzek Hall	1711 6th Ave S	Moorhead, MN 56563
Owens Hall	812 11th St S	Moorhead, MN 56563
Regional Science Ctr./Buffalo River Site	663 164th St S	Glyndon, MN 56547
Roland Dille Center for the Arts	801 13th St S	Moorhead, MN 56563
Science Lab Building	600 11th St S	Moorhead, MN 56563
Snarr Hall-East	810 14th St S	Moorhead, MN 56563
Snarr Hall-South	820 14th St S	Moorhead, MN 56563
Snarr Hall-West	810 14th St S	Moorhead, MN 56563
Weld Hall	1201 6th Ave S	Moorhead, MN 56563

## HOUSES

Alumni Foundation Offices	1026 7th Ave S	Moorhead, MN 56563
Sustainability Project House	1022 9th Ave S	Moorhead, MN 56563