

## FIRE

### If you discover a fire:

1. Call Public Safety 271-4438
2. If the fire is small and you have the training use a proper fire extinguisher to combat the fire.  
DO NOT ENDANGER YOURSELF OR OTHERS by trying to extinguish a large, well developed fire.
3. If the fire is beyond your control:
  - Pull the fire alarm
  - Help rescue anyone who might need assistance
  - Contain the fire by closing the doors behind you

### -Evacuate the area

### If you are notified of a fire in your building:

1. Evacuate the building as directed by campus staff
2. Follow the directions of staff on where to go during an evacuation
3. If you are unable to evacuate:
  - remain in your room
  - place something at the base of the entrance door to prevent smoke from entering the room

- Call Public Safety at 271-4438
- open any window to signal for help

## TORNADO

### If you are notified a tornado is approaching:

1. Move quickly to an interior area at the lowest level of the building
2. Academic buildings have sheltering information in each classroom
3. Residential Life will provide specific shelter information
4. Stay away from windows
5. Stay out of large open area rooms
6. Sit down or kneel on the floor, covering your head
7. Do not leave the area until campus staff advise it is ok
8. If outside, seek shelter in the nearest building or a depression in the earth

### After a tornado:

1. Beware of broken glass, hanging electrical lines, unstable buildings, fires
2. Call Public Safety 271-4438 if there is significant damage to your building or if someone is hurt

3. Comply with the directions given by public safety or campus staff
4. Check on fellow students and employees

## POLICE EMERGENCIES

### If you discover a police emergency (crime in progress):

1. DO NOT ATTEMPT TO APPREHEND OR INTERFERE WITH A CRIMINAL EXCEPT IN SELF-DEFENSE
2. If it is safe to do so, try to get a detailed description of the criminal noting:
  - Height      -Weight
  - Sex            -Age
  - Race          -Clothing
  - Weapon
  - Method of travel
  - Direction of travel
3. If the criminal enters a vehicle, note:
  - License number
  - Make, model, color
  - Any other identifiers
4. Call Public Safety 271-4438
5. Remain where you are until contacted by a Public Safety Officer

**If you are notified of a Police Emergency:**  
Cooperate fully with Public Safety

## BOMB THREAT

### If you receive a bomb threat:

1. Keep the person talking as long as possible (pretend to have difficulty hearing)
2. Secure as much information as possible:
  - Where is the bomb?
  - When is it set to go off?
  - What type of bomb is it?
  - What does it look like?
  - Why was it planted?
  - Who planted it?
  - What will make it explode?
3. Hold the line open. Do not hang up. Use another phone line to call Public Safety 271-4438

**If you are notified of a bomb threat and asked to evacuate, follow the instructions of campus staff.**

### Identifying Mail Bombs:

Be suspicious of packages with the following:

- Marked Personal or Private

- Postmarked different than return address
- Missing return address
- Oil stains, odors
- Marked fragile or rush
- Marked with little or no name
- Protruding wires or foil
- Unusually heavy
- Excessive tape or string

**If you have any doubts, call Public Safety 271-4438**

## MEDICAL EMERGENCY

### If you discover a medical emergency:

1. Avoid leaving the injured ill person except to summon help
2. If injury or illness is severe or life threatening, dial 911 first, then Public Safety at 271-4438
3. Do not move the person unless he/she is in danger
4. Render first aid, CPR and AED if trained to do so and equipment is available
5. Be mindful of potentially infectious body fluids
6. If you are exposed to another's body fluids, inform Public Safety

## HOSTILE INTRUDER

1. Exercise restraint and avoid acts which aggravate the situation
2. Express a willingness to help through positive statements and avoid threatening and intimidating remarks
3. Maintain a calm, professional demeanor
4. Listen, more than talk
5. When safe to do so, contact Police 911 and if possible Public Safety at 271-4438
6. When providing information, provide:
  - your name and location
  - location of intruder
  - description of intruder
  - number of people in the area
  - description of any weapons displayed or used
  - description of any threats

**When safe to do so – evacuate the area to somewhere safe**

## EVACUATION PROCEDURES

If an evacuation of the building you are occupying is ordered, comply with campus staff in their directions:

- Take keys, personal items
- Turn off all electronics
- Evacuate in groups to ensure all get out
- Do not use elevators
- Provide assistance to disabled persons
- Evacuate in a safe, orderly manner
- Close doors behind you

**ONLY PUBLIC SAFETY CAN ORDER A RETURN TO BUILDING**



**MISSOURI WESTERN STATE UNIVERSITY**  
**Department of Public Safety**  
**Blum Union 201**  
**271-4438, Emergencies dial 911**  
[www.missouriwestern.edu/publicsafety](http://www.missouriwestern.edu/publicsafety)

## PERSONAL SAFETY GUIDELINES

### In Your Residence

- Keep your doors locked at all times, even when someone is at home. Find out who is knocking before opening the door. Never leave room or residence doors propped open for a friend, delivery person, or for any other reason. Do not admit strangers into your room.
- Never lend keys to your vehicle or room. Don't leave keys laying in open, unprotected areas.
- Leave light(s) on when you go out at night and have your keys ready for quick entry upon your return.
- Do not leave notes pinned to your door concerning your destination, how long you will be away, when you will return, where the hidden key is located.
- Avoid going to the laundry room late at night or by yourself.
- Get to know your suitemates; someone you can go to in an emergency.

### While Walking

- Do not walk alone. Walk on well-lighted and well-traveled paths, sidewalks, or streets.
- Walk facing traffic, not with it. Don't walk too closely to buildings, alleys, bushes, parked cars, etc.
- Dress appropriately for safety. Wear clothes that allow free movement and shoes you can run in. Keep your purse tucked securely under your arm and don't overload yourself with bundles.

### While Driving

- When approaching your car, be sure no one is hiding in, or under the vehicle. Have your keys in your hand, pay attention to your surroundings.
- As soon as you get in the car, lock the doors and windows and start the car. Leave the doors and windows locked while you drive.
- Never leave valuable items on seats or exposed in your vehicle. Cover them or put them in your locked trunk.
- Park in well-lit areas as close to a building as possible. Remember where you have parked.
- Keep your car tuned up and always have at least one half tank of gas. In case of car trouble, stay with your car and turn on your flashers.

## DEPARTMENT OF PUBLIC SAFETY SERVICES

**Courtesy Patrol** - will accompany students on campus, 5 pm - 11 pm, Mon. through Thurs. (during regular school year).

**Online Crime Report** - for insurance and information purposes only.

**Operation ID** - list any property of value online, in case of theft.

**Emergency Phones** - located in several areas on campus to be used in the case of emergency, they ring directly to Public Safety with a push of a button, there is no dialing required.

**Courtesy phone** - located in every building, on every floor near the elevators. Dial 4438 to reach Public Safety.

### **PUBLIC SAFETY IS A 24 HOUR ON CAMPUS LAW ENFORCEMENT AGENCY.**

All supervisors and officers are state commissioned law enforcement officers with all duties and authority as any police officer within the state of Missouri.

### USEFUL LINKS

<http://www.missouriwestern.edu/publicsafety>  
<http://www.crimestopperssaintjoseph.com/>  
<http://www.stjoesafetycouncil.org/>  
<http://www.stjoepd.info/index.cfm>  
<http://www.buchanancosheriff.com/index.html>  
<http://www.mshp.dps.missouri.gov/MSHPWeb/Root/index.html>  
<http://www.dps.mo.gov/home/dpshome.htm>  
<http://www.dps.mo.gov/CampusSafety/index.htm>  
<http://www.dhs.gov/index.shtm>  
[http://www.missingkids.com/missingkids/servlet/PageServlet?LanguageCountry=en\\_US&PageId=991](http://www.missingkids.com/missingkids/servlet/PageServlet?LanguageCountry=en_US&PageId=991)  
<http://www.fbi.gov/wanted.htm>

### IMPORTANT PHONE NUMBERS

**Emergency: 911**

**Department of Public Safety: 271-4438**

**Heartland East ER: 271-6122**

**Housing Office: 383-7100**

**Ambulance Dept: 271-6558**

**Police Communications: 271-4777**

**Poison Control: 1-800-366-8888**

## MISSOURI WESTERN STATE UNIVERSITY Department of Public Safety



# EMERGENCY RESPONSE GUIDE