

Morehouse School of Medicine  
Department of Public Safety

**Policies and Procedures – Institution Wide**

**Emergencies**

For emergencies (Fire, EMS, Active Shooter) call 9-911 from any MSM phone or 911 from your cell phone; then call the MSM Public Safety at 404-752-1794 or 404-752-1795. For all other emergencies or to report suspicious activity call the MSM Public Safety at 404-752-1794 or 404-752-1795.

**Rave ALERT**

Faculty, staff and students are automatically registered for emergency email messages via our RAVE ALERT system. You may register other email addresses for the same service. We **STRONGLY RECOMMEND** that you also register your cell phone so that you may receive emergency text messages.

**Building Evacuations**

You MUST evacuate the building immediately when the alarm sounds continuously or when notified through the RAVE ALERT system.

**MSM ID**

All faculty, staff and students MUST wear their MSM ID on the upper torso and visible at all times while on the main campus.

NO ONE is allowed to open or hold open a door to any building for anyone not properly displaying an MSM ID except for accepting a personal visitor or visitor to your department.

**Working after hours**

Employees and Students coming in after hours and on weekends MUST present their MSM ID, and sign in at the Lee Street gate.

**Obeying a lawful order**

All faculty, staff, students and visitors MUST obey the lawful orders of all MSM Public Safety officials.

## **Weapons**

Weapons are not allowed on any property owned or occupied by Morehouse School of Medicine.

## **Parking Deck Operations**

The MSM Parking Deck is a PAY TO PARK facility and for the express use of our faculty, staff, students and visitors of Morehouse School of Medicine. "RESERVED" spaces are valid from 7:00 am to 5:00 pm Monday through Friday (President, Dean and other "titled" spaces are reserved 24/7).

**ALL VEHICLES MUST STOP AT THE GATE HOUSE UNLESS OTHERWISE DIRECTED BY PUBLIC SAFETY STAFF**

**A VALID MSM PARKING DECAL MUST BE PROPERLY AFFIXED THE YOU VEHICLE FOR PAID MONTHLY PARKING ACCESS**

Visitors and persons not participating in the payroll deduction parking program must pay a \$5.00 daily parking fee.

**For after hours parking access you MUST present a valid MSM ID and sign in at the gate house**

Except for certain circumstances, over night parking is not allowed. Contact Public Safety for additional information.

MSM parking decals MUST be properly displayed when entering the parking deck. Violators will have to pay the daily parking rate to enter the parking deck.

Persons working at off-site facilities MUST show their MSM ID in order to park in the main campus parking deck.

The posted speed limit is 5 miles per hour in the deck. Violators will be fined.

Playing loud music is not allowed in the parking deck.

Parking in a handicap parking space without properly displaying a valid handicap parking hang tag or license plate is a State of Georgia violation. Violators will be ticketed.

Parking in someone else's reserve parking space is a violation. Vehicles parked in someone else's space will be booted and fined. The current fine is \$25 per offence.