MOREHOUSE
SCHOOL OF MEDICINE

MSM EMERGENCY GUIDE

Morehouse School of Medicine
Department of Public Safety and Emergency Preparedness
Non-emergency: (404) 752-1794/1795
Emergency: (404) 756-6717

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Public Safety officials have created this guide, which you can print for easy reference.

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INTRODUCTION

The Morehouse School of Medicine MSM Campus Emergency Guide is prepared by the Department of Public Safety and Emergency Preparedness to assist in the occurrence of emergencies. While it is impossible to produce a document that is all-inclusive, this publication addresses the most common emergencies and those that are most likely to occur in the future.

Preparation is critical to be effective in emergencies. All MSM personnel should become familiar with the handbook's contents. If you are unsure of what you need to do in your building or have any questions, please contact the Department of Public Safety.

Remember:

- Wear your MSM ID on your upper torso and visible while on the main campus.
- Do not let anyone into an access controlled area that does not have either their MSM ID properly displayed or has a valid MSM Visitor's pass.
- Report all suspicious activity on the main campus to Public Safety at (404) 752-1794/1795.
- Report all suspicious activity on off-site locations to 911 AND Public Safety.
- Be familiar with ALL MSM Emergency Procedures.

FOR ALL EMERGENCIES CALL

911 (9-911 from campus phones) AND
404-752-1794 or 404-752-1795 for MSM Police

Non-Emergency Phone Numbers:

Institutional Safety Officer: Harry Jones (404) 273-6561

Radiation Safety Officer: Dale Mack (404) 756-1281

Emergency Preparedness: Chief Joe Chevalier (404) 756-5773

Title IV Coordinator (to report Sexual Assault, Harassment, etc.): Marla Thompson (404) 752-1871

The Morehouse School of Medicine MSM Campus Emergency Guide has been coordinated by all applicable departments and approved by the Department of Public Safety and Emergency Preparedness. It was adopted on June 21, 2008.

REPORTING EMERGENCIES

WHEN TO CALL 911:

You should call 9-911 (from campus phones) AND the MSM Police (404)-752-1794 or 1795) in ALL emergencies.

WHAT IS AN EMERGENCY?

An emergency is any immediate threat to life and/or property that requires immediate response from police, fire or ambulance personnel. Your judgment often determines whether an incident is an emergency. If you consider a situation to be an emergency, then it is an emergency and the procedures in this booklet should be followed.

WHEN REPORTING AN EMERGENCY

- Stay on line with the dispatcher.
- Provide the address, location and a description of the emergency.
- Provide the phone number at your location.
- Provide a thorough description of the incident to ensure the appropriate resources are dispatched.

If you have an emergency, dial 9-911 from a campus phone. You should store the MSM Public Safety numbers (404)-752-1794 and (404)-752-1795) in speed dial positions on your cell phone.

The Morehouse School of Medicine Department of Public Safety is staffed on the main campus 24 hours a day for your assistance and protection. This service is provided seven days a week on a year-round basis.

Non-life threatening emergencies to report directly to Public Safety may include but are not limited to:

1. Power failures
2. Accidents and injuries
3. Elevator malfunctions
4. Spills (after hours)

Sexual Assault:

You may report sexual assault to MSM Police, Marla Thompson (MSM Title IV Coordinator – (404) 752-1871) to your supervisor or instructor, or to the local police department.

Report incidents of sexual harassment to Ms. Thompson, your supervisor or instructor. All reports are kept in the strictest confidence.

MOREHOUSE SCHOOL OF MEDICINE

EMERGENCY ALERT SYSTEMS

MSM Mass Alert System is a mass, urgent notification system, comprised of a variety of methods by which the medical school can notify students, faculty and staff of an active, major campus emergency:

Text messages (SMS) to cell phones

Email

Voice messages (under special circumstances, emergency alerts can be sent to work, cell and home phones)

When the MSM Department of Public Safety (DPS) determines there is an active emergency in which the public safety of the campus may be at risk, DPS will initiate an urgent notification through the MSM Emergency Alert system. Examples are:

Tornado warnings or other dangerous weather

Building or School lockdowns

Fire or hazardous material spill

Emergency Preparedness Drills

School closings

911Shield

If you're in a dangerous situation, use the 911Shield application to quickly and easily contact college/university safety forces.

911Shield also allows you to:

Send text messages, as well as photos and videos of crime tips and suspicious behavior directly to university safety forces.

Use the Friend Watch feature to create a peer-to-peer safety network. Walking to class alone and want some additional safety? Use Friend Watch to allow your friends and family to track your location during that activity.

View campus shuttle schedules.

Access campus resources, such as the student handbook and emergency procedures directly through the app.

Request a safety escort to walk you through campus.

Participation in the ***EMAIL*** portion (MSM email) of this program is ***MANDATORY.*** While the cell phone portion is voluntary we ***STRONGLY*** urge every student, faculty and staff member register your cell phone. It is important that you register and update your contact information as necessary. There is no fee to participate in this program. Go to *www.getrave.com/login/msm* to register.

BUILDING EVACUATION

Building Evacuations

Building evacuations will occur when an alarm sounds continuously and/or upon notification by emergency personnel.

A. If necessary or if directed to do so by a designated emergency official, activate the building alarm as you exit the building.

B. Be aware of people with disabilities in your area who might require assistance in an emergency evacuation. Be prepared to render assistance if necessary.

EMERGENCY ACTION

1. Activate the alarm.
2. Calmly and safely EVACUATE the building.
3. Call 911 from a safe location or use the Emergency Call Box.

NOTE: It is suggested that people with disabilities prepare for emergencies by learning the locations of exit corridors and enclosed stairwells and by informing co-workers, professors, and/ or classmates of the best methods of assistance during an emergency. If you wish to have assistance in preplanning, please call Public Safety at (404) 752-1794 or (404) 752-1795

IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE:

Stay calm, and take steps to protect yourself. Call 911, then Public Safety, and tell the emergency dispatcher where you are, or where you will be moving to. If you must move, we recommend the following:

1. Move to an exterior enclosed stairwell.
2. Request persons exiting by way of the stairway to notify the public or city fire department of your location.
3. As soon as practical, move onto the stairway and await emergency personnel.
4. DO NOT USE ELEVATORS during an emergency evacuation. Emergency personnel may use an elevator for evacuation after review of the circumstances.
5. When the building evacuation alarm is sounded or when told to leave by a designated emergency official, walk quickly to the nearest marked exit and ask others to do the same.
6. Once outside, MOVE CLEAR OF THE BUILDING, ALLOWING OTHERS TO EXIT.
7. DO NOT return to an evacuated building until advised by emergency personnel.

In all cases, when a faculty or staff member, student, or visitor becomes aware of fire and/ or smoke, the fire department MUST be notified immediately. Go to the nearest safe location and activate the fire alarm system at the pull station, or shout fire and activate the alarm as you evacuate the building. If possible, telephone 911 and the MSM Police Department after exiting the building.

Please refer to Evacuation Plan in Appendix 4

BUILDING EVACUATION—FIRE

EMERGENCY ACTION

1. Activate the alarm and shout FIRE.
2. Calmly and safely EVACUATE the building.
3. Call 911 and Public Safety from a safe location.

Provide the following information:

- Name or number of the building
- Location of the fire within the building
- A description of the fire and (if known) how it started

A. Evacuate the building following the established building evacuation procedures (see BUILDING EVACUATION).

B. Know the location of fire exits and alarm systems in your area and know how to use them.

C. If you become trapped in a building during a fire:

- Stay calm and take steps to protect yourself.
- If possible, move to a room with an outside window.
- If there is a telephone, call 911, and tell the dispatcher where you are. Do this even if you can see fire department personnel from the window.
- Stay where rescuers can see you through the window, and wave a light-colored item to attract their attention.
- Stuff clothing, towels or paper around the cracks in the door to help keep smoke out of your refuge.
- Be patient. Rescue of occupants within large structures will take time.

Please refer to Evacuation Plan in Appendix 4

MEDICAL EMERGENCY

Fire Life Safety Equipment

Sprinkler systems and water flow detection devices are present in some buildings on campus. Water flow in these devices on the main campus is monitored by Public Safety and automatically triggers a response. These may or may not be monitored at off-site locations.

Smoke detectors are provided where required.

Manually activated fire alarm pull stations are located at exit points in buildings.

If any sprinkler, heat detector, or pull station is activated, an alarm will sound throughout the building. Some smoke detectors will also activate the building alarm. Elevator Fire Control may cause the building elevators to come to a halt at the main floor upon activation of the fire alarm system.

DO NOT attempt to use the elevators to evacuate any building.

Emergency lighting is provided in some buildings. The lighting will activate automatically in a power failure and last for a minimum of 20 minutes.

Illuminated exit signs are provided throughout the buildings.

KNOW THE LOCATIONS OF FIRE **ALARMS**. KNOW WHERE THE **FIRE EXITS** ARE LOCATED AND ENSURE THEY ARE FREE OF OBSTRUCTIONS!

Medical Emergency

Fire Department personnel are trained and certified as Emergency Medical Technicians. They will respond to medical emergencies on all campuses. Any injury condition should be reported to the Emergency 911 Dispatcher.

Emergency treatment for job-related injury or medical illness may be obtained by calling 911. The center will dispatch the appropriate emergency response personnel.

EMERGENCY ACTION

1. Call 911 and Public Safety at (404) 752-1794 or (404) 752-1795
2. Do not move the patient unless safety dictates.

ILLNESS OR INJURY / FIRST AID

Illness or Injury

Public Safety, EMS and Fire Department (in some cases) will respond and arrange for transportation if required.

An Employer's Report of Injury/Illness of Employee form must be completed for all incidents of job-related illness and injury. Please call the Compensation and Benefits section of Human Resources for forms and assistance.

First Aid

If you provide first aid, consider the following:

1. Is immediate action needed in order to save a life?
2. Will I place myself in harm or jeopardy?

IF YOU ARE NOT ABLE TO PROVIDE FIRST AID SAFELY OR ARE NOT TRAINED IN FIRST AID. REMEMBER FIRST AID IS MINOR CARE ONLY. DO NOT JEOPARDIZE YOUR HEALTH OR THE HEALTH OF THE PATIENT. WAIT FOR PROFESSIONAL HELP.

To obtain prompt professional emergency medical treatment, you should call 911. The following is a brief summary of the procedures for requesting professional emergency medical treatment.

1. Dial 911 and MSM Public Safety at (404) 752-1794 or (404) 752-1795.
   Provide the following information:
   - Your name and telephone number
   - Location of the emergency (Building and Room Number)
   - The extent of the accident/injury and number of people involved
   - Location where someone will meet the ambulance for directing personnel to the injured.
2. Notify the supervisor in the area immediately.
   The individual making the call should continue to stay on the phone with the dispatcher and answer as many questions as possible regarding the condition of the injured person so that information can be forwarded to the responding emergency personnel.

CRIME AND VIOLENT BEHAVIOR—ACTIVE SHOOTER

Crime and Violent Behavior

The Morehouse School of Medicine Department of Public Safety is comprised of a certified police agency, as defined under the Georgia Peace Officer Standards and Training Act, and a force of security personnel. The Morehouse School of Medicine Police Department is a professional police agency staffed by police officers with full powers of arrest. The Department of Public Safety is located on the main campus in an office connected to the Lee Street parking deck. For your assistance and protection, the department is staffed 24 hours a day, year round. MSM Police are secondary responders for all off-site locations. You should call 911, then MSM Public Safety for all off-site locations.

Active Shooter

LEAVE the building or area if you can SAFELY do so. Call 911 AND Public Safety immediately AFTER you have left the building or area. If you cannot safely leave the area, then secure your immediate area.

If the shooter takes life threatening actions toward you, DEFEND YOURSELF. Take the time to view the "RUN, HIDE, FIGHT" video. You can find this video on the MSM Public Safety web page.

Secure Immediate Area:

- Lock and barricade doors
- Turn off lights
- Close blinds
- Block windows
- Turn off radios and computer monitors
- Keep occupants calm, quiet and out of sight
- Keep yourself out of sight and take adequate cover/protection, i.e., concrete walls, thick desks, filing cabinets
- Silence cell phones
- Place signs in exterior windows to identify the location of injured persons

Contacting Authorities:

- Use Emergency 911
- Call the MSM Police at (404) 752-1794 or 1795

Be aware that the 911 system may be overwhelmed. Program the MSM Police phone number into your cell phone for emergency use.

ACTIVE SHOOTER

What to report:

- Your specific location – building name and office/room number
- Number of people at your specific location
- Injuries – number injured, types of injuries
- Assailant(s) – location, number of suspects, race/gender, clothing description, physical features, type of weapons (long gun or hand gun), backpack, shooter's identity if known, separate explosions from gunfire, etc.

Un-securing an area:

- Consider risks before un-securing rooms
- Remember, the shooter will not stop until he or she is engaged by an outside force
- Attempts to rescue people should only be made if it can be accomplished without further endangering the persons inside a secured area.
- Consider the safety of masses versus the safety of a few
- If doubt exists regarding the safety of the individuals inside the room, the area should remain secured.

Police Response:

- Objective is to immediately engage assailant(s)
- Evacuate victims
- Facilitate follow-up medical care, interviews, counseling
- Investigation

Your actions will influence others… STAY CALM!

SUSPICIOUS ACTIVITY OR PERSON

Reporting Suspicious Persons or Activities

If you or someone you know witnesses a crime, it is important to report it immediately after the incident occurs. The chances of catching the perpetrator will be much greater than if you wait even a few minutes. Because officers cannot be everywhere at once, they need your help. Your special efforts regarding prompt and accurate reporting of these incidents can help keep our facilities safer for everyone. Below is a set of guidelines on reporting suspicious persons or activity.

When you call to report suspicious persons or activity, remember the four Ws—

Who, What, When and Where.

- Who is the suspicious person? (Get a description of the person if they are unfamiliar to you.)
- What is the suspicious activity?
- When did the incident occur or is it still taking place?
- Where is the suspicious person/activity?

Remember: a crime is never solved unless someone reports it!

- Call 911 and Public Safety at (404) 752-1794 immediately.
- Tell the dispatcher your name, where you are calling from and, if possible, the phone number from which you are calling.
- Give all the information you have on the incident and/or person to the dispatcher.
- Do not hang up until the dispatcher is finished with his/her questions. Officers may need more information from you to enable them to properly handle the call. When the police arrive, identify yourself and ensure that they do not have any other questions for you.

Some things to remember when you see a crime or suspicious person:

- **Do not** try to handle the problem yourself.
- **Do not** delay reporting the incident.
- **Do not** leave the location from which you are reporting the incident unless you are in danger. The dispatcher may need to get more information from you.
- What is a suspicious person or activity?

Obviously, not everything you see is suspicious. For example, a person walking across campus is not necessarily suspicious. However, a person walking through a building corridor attempting to open each office door is suspicious.

There are several classes offered by the Department of Public Safety, including "Situational Awareness," and "How to identify when someone is carrying a concealed weapon." Make every opportunity to take these and other safety classes.

HOW TO REPORT A CRIME

Reporting Crimes

If the crime occurred at any Morehouse School of Medicine site, you must contact the Morehouse School of Medicine Police Department at (404) 752-1794 or 1794 to report the crime. If the crime is an emergency that would require immediate police and/or medical response, dial "9-911" first, from any enterprise phone. Dialing 911 from a cell phone will connect you to the 911 Dispatch Center.

Reporting Crimes in Progress

If you are a victim or a witness to any in-progress criminal offense, report the incident as soon as possible by dialing 911, then, calling Public Safety. You should attempt to provide as much of the following information as possible:

1. Nature of the incident. Make sure the dispatcher understands that the incident is in progress
2. Location of the incident
3. Description of suspects involved
4. Injuries that have occurred
5. Description of any weapons involved
6. Description of property involved

Stay on the line with the dispatcher until help arrives. Keep the dispatcher updated on any changes so responding units can be updated. Even if you cannot communicate, keep the line open. The dispatcher may be able to learn more about what is happening.

Reporting Crimes Not in Progress

If you have become a victim of a crime at any MSM location, and it is not an emergency or life-threatening situation, call the Morehouse School of Medicine Police Department; be prepared to provide at least the following information:

1. Your name
2. The location on campus where the crime was committed
3. Your telephone number
4. A brief synopsis of what occurred (include date, time, and location of crime)

PSYCHOLOGICAL CRISIS

EMERGENCY ACTION

1. Call 911 and the MSM Police Emergency number (404) 752-1794 or 1795
2. Counseling and Psychological Services (404) 752-1788
3. Employee Assistance Program (404) 752-1600

A psychological crisis exists when an individual is threatening harm to himself/herself, or is agitated and disruptive.

If a psychological crisis occurs:

1. Faculty and Staff:
   Contact the Employee Assistance Program (EAP) at (404) 494-7707
   Monday- Friday from 8 a.m. – 12 p.m. and 1 p.m. – 5 p.m.

In an unusual or potentially dangerous situation, remember the following:

1. Never try to handle a situation that you feel might be dangerous.
   Call the MSM Police Emergency number for help.
2. Clearly state that you need immediate assistance. Give your name, location, and state the nature of the problem.

BOMB THREATS

EMERGENCY ACTION

Call 911 and MSM Police at (404) 752-1794 or 1795 to report incident.
If a suspicious object or package is observed:

- Don't touch it!
- Evacuate the area
- Take cover

All bomb threats must be treated as a serious matter. To ensure the safety of the faculty, staff, students, and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. The procedures described below should be implemented regardless of whether the bomb threat appears real. All personnel should acquaint themselves with the following procedures:

1. STAY CALM.
2. If a suspicious object or potential bomb is discovered, DO NOT HANDLE THE OBJECT, CLEAR THE AREA, CALL 911. Be sure to include the location and appearance of the object when reporting.
3. If a phone call bomb threat is received:
   a. **DO NOT** put the caller on hold.
   b. **DO NOT** attempt to transfer the call.
   c. **DO NOT HANG UP THE PHONE TO WHICH THE CALL WAS PLACED.** If possible have someone else use another phone to call 911.
   d. Pay particular attention to background noises, such as running motors, music, or any other noises that may indicate the location from which the call is being made.
   e. Listen closely to the voice to determine voice quality, accents, speech impediments, sex, or any unusual characteristics.
   f. Complete the BOMB THREAT CHECKLIST. Checklist is located in the Appendix.

It is highly recommended that all MSM personnel become familiar with the checklist and keep one immediately available (an ideal place is close to the phone). If an evacuation alarm sounds, follow established building evacuation procedures.

EXPLOSION

EMERGENCY ACTION

1. Take cover
2. Call 911 and MSM Police at (404) 752-1794 or 1795

In the event of an explosion or similar emergency, take the following action:

1. Immediately take cover under tables, desks, etc., which will provide protection from falling glass or debris.
2. Call 911 and provide the following information:
   a. Location
   b. Area where explosion occurred
   c. Cause of explosion, if known
   d. Injuries

   BEFORE YOU HANG UP, MAKE SURE THE 911 DISPATCHER HAS ALL THE INFORMATION NEEDED.
3. Evacuate the area as soon as it is safe to do so, following established building evacuation procedures (See BUILDING EVACUATION).

HAZARDOUS MATERIALS

EMERGENCY ACTION

1. Secure the area
2. Evacuate immediate area
3. Call Harry Jones, *Institutional Safety Officer* at (404) 273-6561
4. Call MSM Police at (404) 752-1794 or 1795

For spills, releases or incidents requiring special training, procedures or personal protective equipment (PPE) that is beyond the abilities of present personnel, take the following steps:

1. Immediately notify affected personnel and evacuate the spill area. Pull the fire alarm if building evacuation is required.
2. Call the MSM Public Safety at (404) 752-1794 or 1795 to report the incident.
3. Give the operator the following information:
   a. Your name, telephone number and location
   b. Time and type of incident
   c. Name and quantity of the material, if known
   d. Extent of injuries or damage, if any
4. Evacuate the affected area at once and seal it off to prevent further contamination of others until the arrival of emergency personnel.
5. Anyone who is contaminated by the spill should wash off the contamination; remain in the vicinity, and give his/her name to the emergency personnel. If needed, first aid can be started immediately.
6. Refrain from any effort to contain or clean up spills and/or releases unless you have been trained in the proper methods to do so.
7. Take appropriate steps to make sure no one evacuates through the contaminated area.
8. If an alarm sounds, follow established building evacuation procedures (see Building Evacuation).
9. An enterprise Emergency Operations Center may be set up near the emergency site. Keep clear of the incident command area unless you have official business.
10. Do not re-enter the area until directed by emergency personnel.

NATURAL DISASTER—TORNADO

EMERGENCY ACTION

1. Avoid automobiles and open areas
2. Move to a basement or corridor
3. Stay away from windows
4. Call 911
5. Call MSM Police at (404) 752-1794 or 1795 to report incident

A tornado is defined as a violent rotating column of air extending from a thunderstorm to the ground. The most violent tornados are capable of tremendous destruction with wind speeds of 250 mph or more. Damage paths can be in excess of one mile wide and 50 miles long. Tornados may occur with little or no advance warning or siren activation.

1. Before the Storm
   a. Locate a basement or corridor shelter location in your building.
   b. Stay informed through local media sources on days when severe weather is expected.
   c. Obtain an NOAA Weather Radio with a warning alarm tone and battery backup to receive warnings.
   d. Keep a good reliable flashlight in your office/work area.
2. During the Storm - Possible Indicators of a Tornado
   a. Dark, often greenish sky
   b. Large hail
   c. Loud roar, similar to a train
   d. Cloud of debris (the tornado may not be visible)
   e. Wind becomes calm and still f. Frequent lightning
   g. Tornados generally occur near the trailing edge of a storm
3. When Taking Shelter
   a. Proceed to the basement of any building that has a basement or sub walk. Position yourself in the safest portion of the area away from glass. Be prepared to kneel facing a wall and cover your head.
   b. In high-rise (four stories or more) buildings, vacate the top floor and move to a lower floor or to the basement. Position yourself in an interior corridor away from glass. Be prepared to kneel facing the wall and cover your head.

NATURAL DISASTER—TORNADO

Tornado Watch

A "Tornado Watch" is issued when atmospheric conditions are favorable for the formation of tornados in a given area. Under watch conditions stay informed by listening to radio or television.

A Tornado Warning

A "Tornado Warning" indicates that a tornado has been sighted and poses a definite threat to a given area. **If the warning is for your area you should take shelter immediately!**

Severe Thunderstorms

The National Weather Service issues severe thunderstorm watches and warnings. Remember that tornados are spawned from severe thunderstorms.

NATURAL DISASTER—SHELTER IN PLACE

EMERGENCY ACTION

1. Stay inside a building
2. Seek inside shelter if outside
3. Seal off openings to your room if possible (HAZMAT event)
4. Remain in place until you are told that it is safe to leave

What is Shelter In-Place?

You may be required to Shelter-In-Place for events such as a Tornado, Severe Weather, Building Intruder, and Hazardous Materials release. When notified, you should seek immediate shelter inside a building or residence hall (preferably in a room with no windows). Additionally, if you are "sheltering" due to accidental release of toxic chemicals, the air quality may be threatened and sheltering in place keeps you inside an area offering more protection.

1. How would I be notified?
   a. You receive an alert from the MSM mass notification system (text message to your personal cell phone, or e-mail).
   b. You observe or sense dangerous air conditions.
   c. You receive notification from emergency personnel.
2. Additional actions
   a. Close all doors and windows to the outside.
   b. Do not use elevators as they may pump air into or out of the building (HAZMAT).
   c. If possible, close and/or seal vents and ducts (HAZMAT event).
   d. Do not go outside or attempt to drive unless you are specifically instructed to evacuate.

NATURAL DISASTER—EARTHQUAKE

EMERGENCY ACTION

1. Take cover
2. Call 911 and MSM Public Safety at (404) 752-1794 or 1795 if emergency assistance is necessary
3. Evacuate if alarm sounds or if told to do so by emergency personnel

Unlike other emergencies, the procedures to deal with an earthquake are much less specific. Since earthquake magnitude cannot be predetermined, everyone must initiate emergency precautions within a few seconds after the initial tremor is felt, assuming the worst possible case.

The best earthquake instruction is to take precautions before the earthquake (e.g., secure or remove objects above you that could fall during an earthquake).

1. During the earthquake:
   a. Remain calm and act rather than react.
   b. If indoors, seek refuge under a desk or table or in a doorway and hold on. Stay away from windows, shelves and heavy equipment.
   c. If outdoors, move quickly away from buildings, utility poles, overhead wires, parking garages and other structures. CAUTION: Avoid downed power or utility lines as they may be energized. Do not attempt to enter buildings until you are advised to do so by the proper authorities.
   d. If in an automobile, stop in the safest place available, preferably an open area away from power lines and trees. Stop as quickly as safety permits and stay in the vehicle for the shelter it provides.
2. After the initial shock:
   a. Be prepared for aftershocks. Aftershocks are usually less intense than the main quake, but can cause further structural damage.
   b. Protect yourself at all times.
   c. Evaluate the situation and call 911 for emergency assistance, if necessary.
   d. Do not use lanterns, torches, lighted cigarettes, or open flames, since gas leaks could be present.
   e. Open windows to ventilate the building. Watch out for broken glass.
   f. If a fire is caused by the earthquake, implement the FIRE PROCEDURES.
   g. Determine whether anyone has been caught in the elevators or was trapped by falling objects. If so, call 911.
   h. If the structural integrity appears to be deteriorating rapidly, evacuate the building.

NATURAL DISASTER—EARTHQUAKE

1. DO NOT USE THE TELEPHONE UNLESS IT IS NECESSARY FOR EMERGENCIES. Heavy use of the telephone will tie up the lines and prevent emergency calls from going out.
2. Damaged facilities should be reported to Public Safety. (NOTE: Gas leaks and power failures create special hazards. Please refer to the section of the handbook on UTILITY/ELEVATOR MALFUNCTION.)
3. If an emergency exists, call 911.
4. If the evacuation alarm sounds, follow established building evacuation procedures. (see BUILDING EVACUATION).
5. Should you become trapped in a building, stay calm!
    a. If a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews.
    b. If there is no window, tap on the wall at regular intervals to alert emergency crews of your location.
    c. Emergency Personnel will check buildings immediately after a major quake.

UTILITY FAILURE

EMERGENCY ACTION

1. Remain calm
2. Call Public Safety to report the failure

MAIN CAMPUS

The MSM Main Campus is equipped with an alternate power source (generators) that may limit power failure inconveniences; however, do not eliminate the possibility of a utility failure. Generators may or may not be installed at all off-site locations. We recommend you keep a small flashlight with you at all times (there are several inexpensive ones that can be attached to your keys or MSM ID). Be prepared!

For non-emergency repairs or information on the main campus call the maintenance department at 1790.

If you discover a major water leak, gas leak, or other major utility failure, call the MSM Public Safety at (404) 752-1794 or 1795. Do not attempt to correct the problem on your own. The Public Safety dispatcher will notify the necessary maintenance personnel. Please do not call the Police Department for information concerning a utility failure unless you have an emergency.

Electrical/Light Failure
All buildings on the main campus are equipped with emergency lighting to provide sufficient illumination for safe exiting. It is recommended that you consider keeping a flashlight and a portable radio in your office/work area.

Plumbing Failure/ Water Leak (main campus)
Cease using all electrical equipment. Call the Maintenance Department at x1790.

Natural Gas Leak
Cease all operations, exit the area immediately, and call 911 and the MSM Police Department. Do not attempt to correct the problem yourself. Do not concern yourself with appliances or equipment. Leave the area immediately.

PIEDMONT WEST BUILDING

For all facility-related issues, please call the property engineers at 404-367-3620.

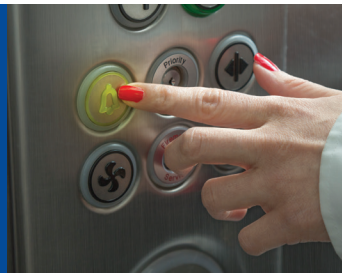
BUGGY WORKS

For all facility related issues call the property engineers at (404) 209-5141.

GRADY MEMORIAL HOSPITAL CAMPUS

For all facility related issues call the facilities department at (404) 616-4024.

ELEVATOR MALFUNCTION



EMERGENCY ACTION

1. Remain calm
2. Activate on-board emergency telephone or alarm. The telephone is programmed to call Public Safety
3. Call Public Safety if you hear an elevator alarm. Give building location and floor where car is stopped
4. Help keep occupants calm

If you become trapped in an elevator, use the emergency telephone or activate the elevator emergency bell within the elevator car. If you are not inside the elevator but hear an elevator bell, please take the following actions. (Elevators on the main campus are equipped with an emergency telephone that is programmed to call Public Safety.)

1. Call Public Safety and give the dispatcher the following information:
   a. Name of the building
   b. Location within the building of malfunctioning elevator
   c. Where the car is stopped, if known
   d. Whether a medical emergency exists

Before you hang up, make sure the dispatcher has all the information he or she needs.

2. All elevators on the MSM campus are hydraulic type and cannot free fall because of a mechanical failure.
3. Keep the occupants calm and wait for help to arrive.

Use the elevator emergency communications system if at an offsite facility or use your cell phone to call 911. Give the 911 operator your location (address, building name or number and elevator number.

APPENDIX 1

Supplemental Evacuation Guidelines for People with Disabilities

- The following guidelines have been adopted by Morehouse School of Medicine to assist in planning for the evacuation of people with physical disabilities.
- In all emergencies, after an evacuation has been ordered:
- Evacuate if possible.
- DO NOT use elevators, unless authorized to do so by emergency services personnel.
- Check on people with special needs during an evacuation. A "buddy system," where people with disabilities arrange for volunteers (co-workers/neighbors) to alert them and assist them in an emergency, is recommended.
- Only attempt an emergency evacuation if you have had emergency assistance training **or** the person is in immediate danger and cannot wait for emergency services personnel.
- ALWAYS ASK someone with a disability how you can help before attempting any emergency evacuation assistance. Ask how individual can best be assisted or moved, and whether there are any special considerations and/or items that need to come with the person.
- If you have a physical disability and are unable to use stairways:
    - Stay calm, and take steps to protect yourself.
    - If there is a working phone, call 911 and tell the police dispatcher where you are or to where you will be moving.
    - If you must move, we recommend the following:
        - Move to an enclosed exit stairway, while taking care not to block the exit of building personnel.
        - Request persons exiting by way of the stairway to notify the Fire Department of your location.
        - Await emergency responders.

APPENDIX 1

Power Outages

- If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access a working telephone. During regular business hours, building deputies should be notified so they can advise emergency personnel.
- If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, call 911 and request evacuation assistance.

The following guidelines are general and may not apply in every circumstance:

- Occupants should be invited to volunteer ahead of time to assist people with disabilities in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.
- Two or more trained volunteers, if available, should conduct the evacuation.
- ALWAYS ASK people with disabilities how you can help before attempting any emergency evacuation assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that need to come with them.
- Try to avoid evacuating people who use wheelchairs while they are still in their wheelchairs. This is standard practice to ensure the safety of people with disabilities and volunteers. Wheelchairs will be evacuated later, if possible.
- Proper lifting techniques (e.g., bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuer's backs. Certain lifts may need to be modified, depending on the disabilities. Volunteers may obtain more emergency evacuation information regarding lifting techniques from the Affirmative Action Office.

APPENDIX 1

Words of caution to keep in mind when interacting with people with specific disabilities

Blindness or Visual Impairment

- Provide verbal instructions to advise of the safest route or direction using simple directions, estimated distances, and directional terms.
- DO NOT grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
- Give other verbal instructions or information (i.e., elevators cannot be used).

Deafness or Hearing Impairment

- Get the attention of a person with a hearing impairment by establishing eye contact. If the person's back is toward you, tap him/her on the shoulder to get his/her attention. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

Mobility Impairment

- It may be necessary to help clear the exit route of debris (if possible).
- If people with mobility impairments cannot exit, they should move to a safer area, such as:
  - Most enclosed stairwells.
  - An office with the door shut, which is a good distance from the hazard

  (and away from falling debris in the case of earthquakes).
- Call 911 or notify police or fire personnel immediately about any people remaining in the building and their locations.
- Police or fire personnel will decide whether people are safe where they are, and will evacuate them as necessary. The fire department may determine that it is safe to override the rule against using elevators.
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

APPENDIX 1

Summary

Prepare occupants in your building ahead of time for emergency evacuations. Know your building occupants. Train faculty, staff, and students to be aware of the needs of people with disabilities and to know how to offer assistance. Hold evacuation drills in which occupants participate, and evaluate drills to identify areas that need improvement. Plans must cover regular working hours, after hours and weekends. Everyone needs to take responsibility for preparing for emergencies.

APPENDIX 2

Suspicious Package or Letter

If you receive a suspicious package or letter notify MSM Police immediately.

CALL 911

APPENDIX 3

Bomb Threat Checklist

STAY CALM

EXACT WORDS USED TO MAKE THE THREAT (if possible):

_____
_____
_____
_____
_____
_____

QUESTIONS TO ASK:

1. WHEN IS THE BOMB GOING TO EXPLODE? _____
_____
_____

2. WHERE IS THE BOMB LOCATED? _____
_____

3. WHAT KIND OF BOMB IS IT?
_____
_____

4. WHAT WILL CAUSE THE BOMB TO EXPLODE?
_____
_____

5. WHAT DOES THE BOMB LOOK LIKE?
_____
_____
_____

6. WHO PLACED THE BOMB?
_____
_____

7. WHY WAS THE BOMB PLACED?
_____
_____

8. WHAT IS YOUR NAME?
_____
_____

9. WHERE ARE YOU CALLING FROM?
_____
_____

DESCRIPTION OF CALLER'S VOICE:

CALLER'S NAME _____

Accent _____ Race _____

Time of Call _____

- ☐ MALE ☐ FEMALE
- ☐ YOUNG ☐ OLD
- ☐ MIDDLE AGED
- ☐ CALM ☐ LISP
- ☐ SOFT ☐ SLOW
- ☐ STUTTER ☐ CRYING
- ☐ EXCITED ☐ DEEP
- ☐ LAUGHING ☐ DISTINCT
- ☐ RASP ☐ SLURRED
- ☐ RAPID ☐ RAGGED
- ☐ NORMAL ☐ DEEP BREATHING
- ☐ NASAL ☐ DISGUISED
- ☐ ANGRY ☐ WHISPERING
- ☐ LOUD ☐ ACCENT

IF THE VOICE IS FAMILIAR, WHOM DID IT SOUND LIKE?
_____

YOUR NAME _____

YOUR POSITION _____

YOUR TELEPHONE NUMBER _____

APPENDIX 4

MOREHOUSE SCHOOL OF MEDICINE EVACUATION PLAN

The Morehouse School of Medicine Evacuation Plan is designed to give you a clear understanding of where you are to regroup should you have to evacuate a building or area. On the next few pages are maps of the following locations:

- Main Campus
- 75 Piedmont Ave.
- Buggy Works
- Grady Campus
- 1800 Howell Mill Rd.

The Evacuation or regroup points are clearly indicated on each map. You should evacuate your building at the sound of the fire alarm, the direction of emergency personnel, or your supervisors. Quickly gather any readily available personal items and quickly and calmly exit the building.

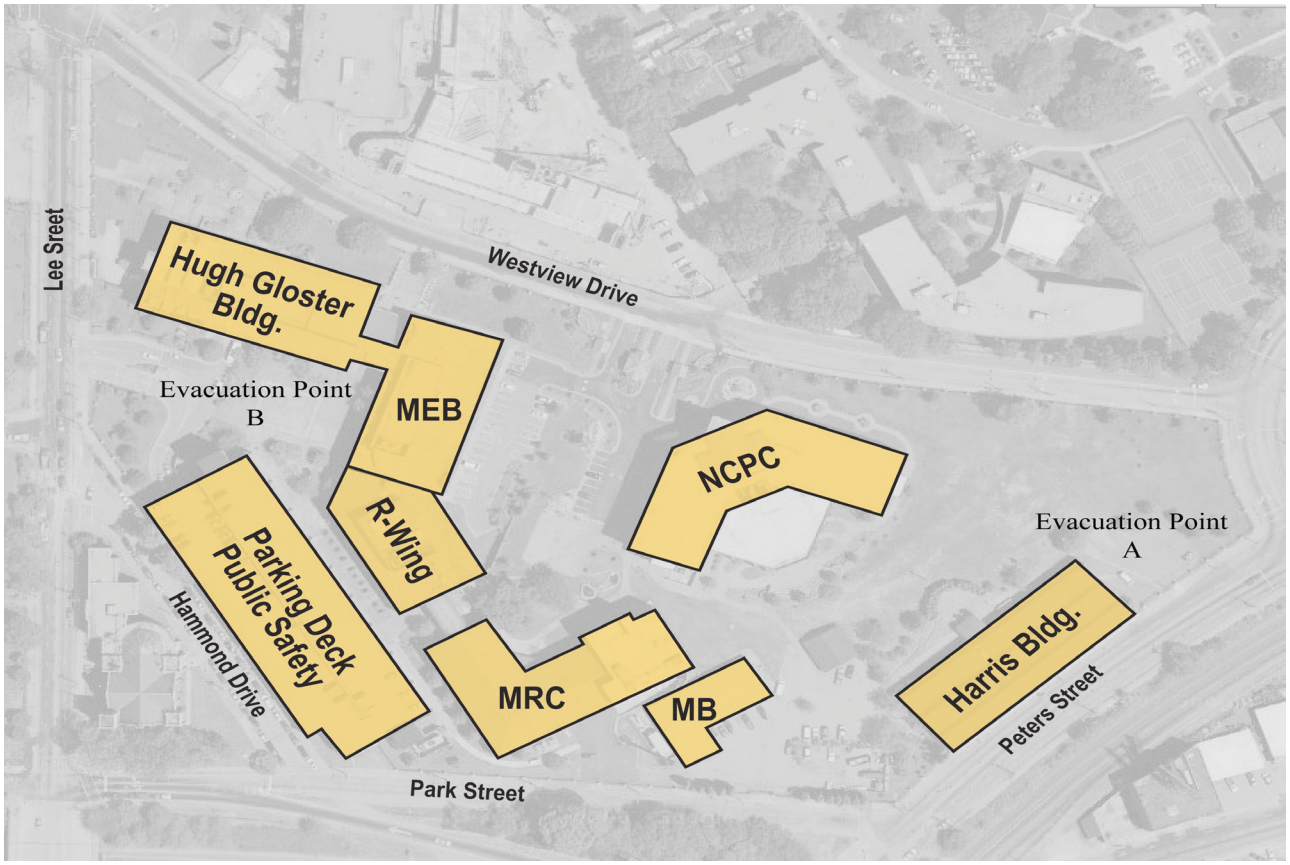
REMEMBER: It is important to move beyond the building collapse zone (the area that would be covered if the building should collapse). We always recommend that you put at least one building between you and the building that you evacuated.

ALL MSM Evacuation Plan areas are beyond building collapse zones.

This plan is reviewed annually by MSM and the Atlanta Fire Rescue Department.

APPENDIX 4

Evacuation Plan: MSM Main Campus



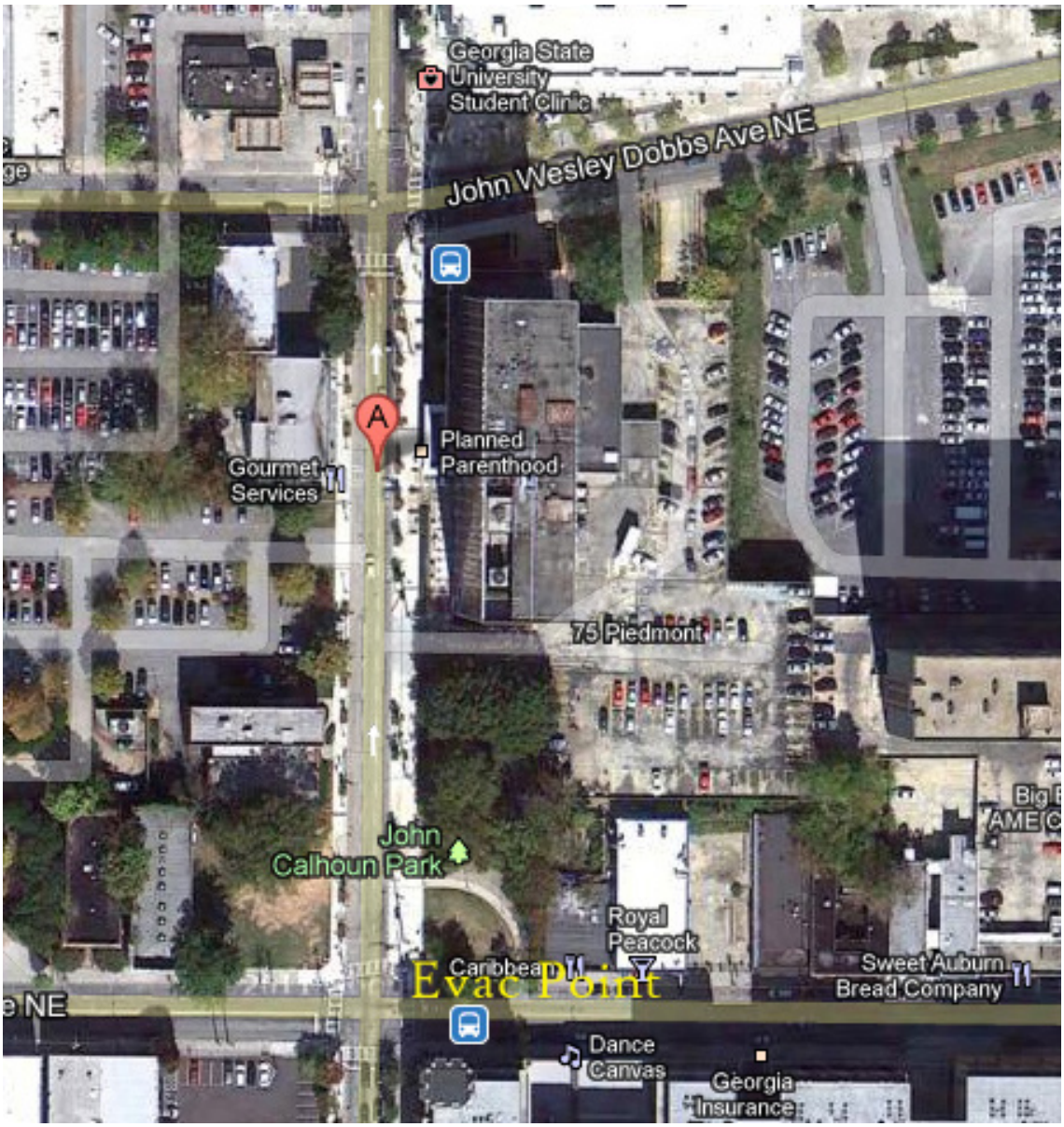
There are two evacuation points on the Main Campus:

- Behind the Harris Building
- Lower Plaza near Public Safety

Remember to put at least one building between yourself and the threat.

APPENDIX 4

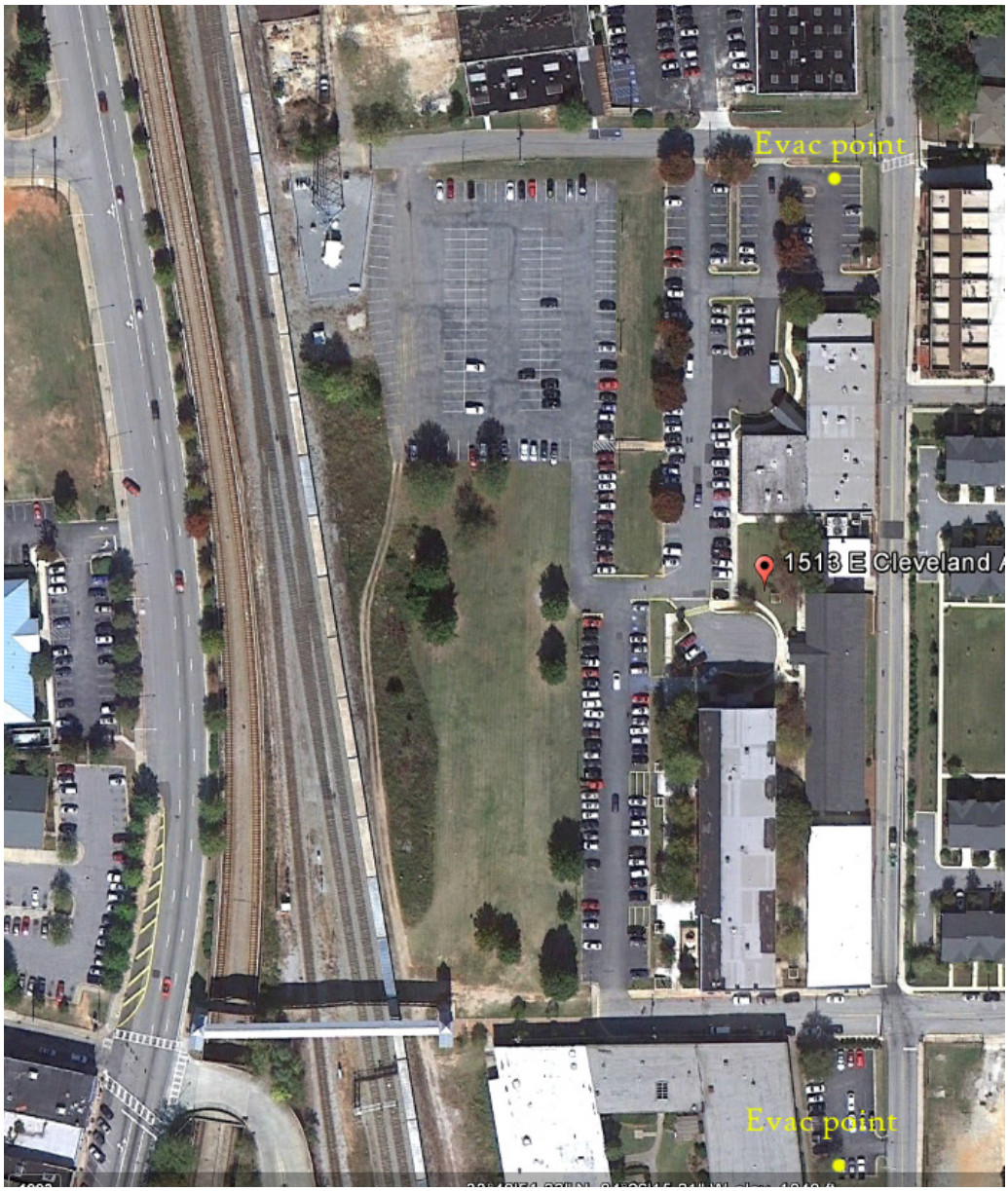
Evacuation Plan: 75 Piedmont Ave.



Leave the building and travel south to Auburn Ave and go around the corner. This will put you beyond the collapse zone of the building.

APPENDIX 4

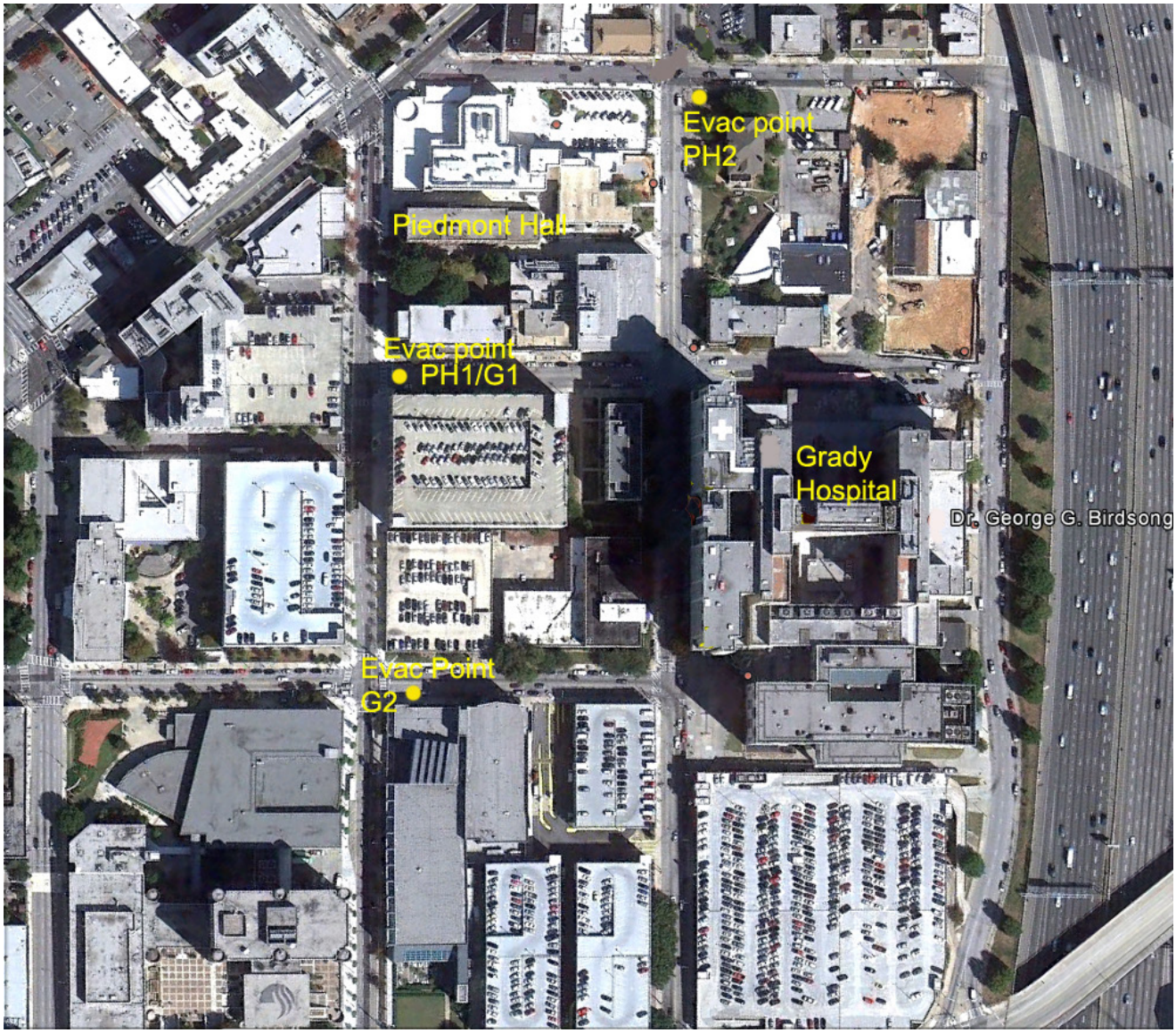
Evacuation Plan: Buggy Works



The evacuation points indicated above are a minimum safe distance from the collapse zones of the buildings. You should move to the closest evacuation point.

APPENDIX 4

Evacuation Plan: Grady Memorial Hospital



G1 and G2 are Grady Hospital evacuation points. PH1 and PH2 are Piedmont Hall evacuation points. These are minimum safe distances from the collapse zones of those buildings.

APPENDIX 4

Evacuation Plan: 1800 Howell Mill Rd.

The initial rally point is the lower level entrance to the parking deck. The evacuation point is near beyond the collapse zone of the building and the parking deck. That point can be in the grassy area behind the fuel station.

APPENDIX 5

MOREHOUSE SCHOOL OF MEDICINE TORNADO PLAN

Before the Storm:

- Learn what to do and where to go for on the Main Campus and at all off-site facilities (listed below).
- Have frequent drills within your department or area.
- Have a NOAA Weather Radio with a warning alarm tone and a battery backup to receive warnings (you can purchase a NOAA weather radio for about $30 at Kroger food stores. You can also download a NOAA Weather Radio App onto your smartphone for $9.99)
- Listen to radio and television for information.
- If planning to travel between locations, listen to the latest forecasts and take necessary action if threatening weather is possible.
- If a warning is issued or if threatening weather approaches:
  - Move to the pre-determined "Safety Areas" listed below. Remember, If an under-ground shelter (basement) is not available, move to an interior room or hallway on the lowest floor and get under a sturdy piece of furniture.
  - Stay away from windows.
  - Do not try to outrun a tornado in your car; instead leave it immediately.
  - If caught outside or in a vehicle, lie flat in a nearby ditch or depression.

Occasionally, tornadoes develop so rapidly that advance warning is not possible. Remain alert for signs of an approaching tornado. Flying debris from tornadoes is the cause of most deaths and injuries.

We have identified "Safety Areas" in each building housed by MSM personnel and students. These are listed below by building. Remember, If an underground shelter (basement) is not available, move to an interior room (no windows) or hallway on the lowest floor and get under a sturdy piece of furniture. The safety areas listed below are not the only areas to seek shelter in our buildings. These are examples of the types of locations where you can seek shelter.

<u>MAIN CAMPUS</u>

NCPC Building Tornado Safety Areas:

- Central Internal Stairway – You can access this internal stairway from a doorway to your left as you approach the auditorium entrance and between elevators (behind the double doors) on the second and third floor. This stairway is not accessible from the fourth floor.
- E Lab located on the first floor
- Classrooms 124 and 126
- Second Floor rooms - 218/207, 228, 231, 244, 243, 240
- Third Floor rooms - 317/306, 325, 340,

APPENDIX 5

- Fourth Floor rooms - 406/423
- Any restroom in the building
- Building Stairwells

Gloster Building Tornado Safety Areas:

- Basement (Animal Facility)
- Restrooms
- Stairwells

MRC Building Tornado Safety Areas:

- Basement (Designated Tornado Shelter)
- Stairwells
- First Floor break room

MEB Building Tornado Safety Areas:

- Stairwell between MEB and Research Wing
- Stairwell between Gloster and MEB buildings
- Restrooms located in the inner core of the building

Research Wing:

- Stairwells (except first floor)
- Internal labs and offices (no windows)
- E Lab
- Internal offices in IT
- First floor rear offices in IT (underground)

Parking Deck: If caught in the parking deck during a tornado move to the inner wall, get down on the ground and cover your head with your arms and hands.

Public Safety Tornado Safety Areas:

- File room
- Restrooms

Maintenance Building and Harris Building:

NOTE: The Maintenance and Harris Buildings DO NOT have Tornado Safety Areas! PLEASE listen for severe weather alerts if you work or visit these buildings. Seek shelter in the basement of the MRC building.

<u>OFF-SITE FACILITIES</u>

Buggy Works Facility Tornado Safety Areas: Building 500 (clinic)

- File room
- Restrooms

Building 100 (Psychiatry and Family Medicine)

- Stairwells
- Restrooms

Summit South Building Tornado Safety Areas:

- Stairwells

APPENDIX 5

Grady Memorial Hospital Tornado Safety Areas: Surgery Department

- Basement
- Surgery Conference Room

OB/GYN

- Basement
- Restrooms

Internal Medicine

- (Surgery area near room 7B041)
- Restroom
- Surgery Conference Room

Piedmont Hall Tornado Safety Areas: First floor

- Basement
- First Floor Hallway (close all office doors)
- Graduate Medical Education reception area close all office doors)

Fourth Floor

- Basement
- Mail room
- Rooms 403, 404, 423

Fifth Floor

- Basement
- Closets
- Storeroom

75 Piedmont Ave. Tornado Safety Areas:
All residents will follow Georgia State University's Tornado Shelter Plan

Third floor

- Basement
- Storage rooms
- Break room

Sixth and Seventh floor Clinics

- Bring all patients from waiting area and exam rooms into the hallway. Close all exam room and office doors. Get against the inner wall.
- Ladies' rest room

Seventh Floor Billing Area

- Basement
- Ladies' rest room

SECTION HEAD

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