

# Emergency Contact Numbers

Middle Tennessee State University

Emergency Calls: 911 Non-emergency Calls 898-2424

Media or public inquiries 898-2919

## GENERAL GUIDELINES:

- Follow the instructions provided in the official notifications from the University. Requests to deviate from these instructions should be coordinated with the college dean.
- Maintain electronic communication with the University. If the event is isolated to specific buildings, deans and chairs will notify faculty and students with classes in these affected spaces. Departments have Pipeline access to notify students in each class.
- ONLY PULL A FIRE ALARM when there is a fire. And participate in all emergency drills.

## ADDITIONAL CAMPUS SAFETY TIPS:

- Use best safety judgment. Opt for safety rather than convenience.
- Never prop open a door. Propping open a door provides an opportunity for someone with criminal intent.
- Always lock the door, even if you are just going down the hall.
- Safeguard your keys. There is a cost to replace.
- Keep valuables attended and out of sight.
- Keep cell phone on and handy when moving around campus.

## RESOURCES:

- ALERT4U :<http://www.mtsu.edu/alert4u/>
- Counseling Services: <http://www.mtsu.edu/counseling/>
- Tutorial on effective management of student conduct: [www.mtsu.edu/counseling/tutorial/](http://www.mtsu.edu/counseling/tutorial/)
- Emergency Evacuation for Individuals with Disabilities: <http://www.mtsu.edu/ada/evac.php>

## PERSONS WITH DISABILITIES:

- If you have a disability, you should notify your instructor in each of your classes or your supervisor that you have a disability and will require assistance in case of an emergency.
- Instructors or supervisors must notify emergency response personnel, either police or fire department, or any persons with disabilities in their classes or area of responsibility.
- Visit MTSU's ADA Compliance Office for additional Emergency Evacuation Procedures for Individuals with Disabilities—  
<http://www.mtsu.edu/ada/evac.php>

## MEDICAL EMERGENCIES:

- REQUEST AN AMBULANCE and medical assistance on campus by dialing 911.  
*Be prepared to state your location.*

## FIRE OR FIRE ALARM:

- ACTIVATE the building alarm system upon detecting a fire or visible smoke and immediately evacuate the building.
  - Evacuate. At a minimum, move disabled individuals to the nearest stairwell and inform fire personnel of their location.
  - Do not reenter the building until the all clear notification is received.
- REPORT ALL FIRES, regardless of size (even if extinguished); smoke; or fire alarms on campus to the Fire Department by dialing 911. Only a few buildings have an automatic notification to the Fire Department.  
*Be prepared to state your location.*

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## TORNADO PROTECTION:

- Alert the building occupants and move to the safest place in your building. (A list of safest places can be reviewed at <http://www.mtsu.edu/alert4u/tornado.php>)  
Do not pull a fire alarm and do not leave the safety of the building.  
Seek shelter in the middle of the building. Take cover under heavy furniture or in an interior hallway against a strong, inside wall on the lowest floor.

- Stay away from windows and other loose or breakable objects that could become flying debris.
- Do not attempt to drive.
- Do not release students from class. Instead, encourage all to seek safe shelter within the building.

- Follow the instructions of emergency response personnel or remain in the hallway until the Campus Police Safety Officer, Fire Department, Emergency Management, or other emergency response personnel give the all clear.

## CHEMICAL SPILL:

- EVACUATE. At a minimum, move disabled individuals to the nearest stairwell and inform fire personnel of their location.
- Do not reenter the building until the all clear notification is received.

## BOMB THREATS:

- REPORT BOMB THREATS or the discovery of suspicious objects or devices on campus by dialing 911. *Be prepared to state your location.*
- EVACUATE. At a minimum, move disabled individuals to the nearest stairwell and inform fire personnel of their location. Do not reenter the building until the all clear notification is received.

## VIOLENT INTRUDER:

- Consider strategies for personal safety if situation requires individuals to shelter-in-place within the building, office, and/or classroom. Examples include locking and barricading accesses, moving to an area out of sightlines and/or range of weapon, turning off lights, seeking protective cover, keeping quiet, and not answering the door.
- Do not stand in open or public places.
- Consider strategies in the event that the violent intruder is within the office or classroom.
- Call 911, but do not pull the fire alarm.
- Classrooms with card swipe access are equipped with a blue pull station to lock classroom doors during a programmed open access time.