

Berkey Hall Emergency Guidelines

FIRE

- Pull the alarm and call 911
- Evacuate building through closest and safest exit (see Evacuation Map)
- **Persons with disabilities:** Assist in relocating the person to the nearest safe fire rated stairwell and inform the nearest emergency responder of the location.



SEVERE WEATHER

- Sirens will sound and phone calls/test message will be sent through MSU Alert System
- Move to safe shelter area immediately (see Evacuation Map).
- Weather Shelters: Indicated on evacuation maps highlighted in yellow. Seek an area away from windows, in hallways, or the basement of the building.



ACTIVE VIOLENCE

- If the incident is near you, secure in place in a safe space where you are.
- **Evacuate:** If you can leave, evacuate immediately, call 911.
- **Run:** Plan an escape route, leave belongings behind, when safe call 911.
- **Hide:** Locate an interior room, lock door, block with furniture, turn off lights, silence devices, avoid windows and doors.
- **Fight:** If an imminent danger—act aggressively, yell loudly, throw/use object as weapons to incapacitate attacker.



BOMB THREAT

- If you receive the call, stay calm and do not hang up.
- Get the attention of someone nearby to have them call 911.
- Ask questions and write down all details. (caller information, phone # listed, background noises, location of bomb, when it will explode, type of explosive, etc.)



HAZARDOUS MATERIALS

- Exit the building if advised by Emergency Personnel and seek a safe rally site upwind of the building.
- **Shelter in Place:** Close and seal all doors and windows. Shut off any room air sources (vents, air conditioners, etc.).
- Remain sheltered in place until advised by emergency personnel it is safe to exit.

