

**MURRAY STATE
COLLEGE
EMERGENCY
OPERATIONS PLAN
AND CRISIS
MANAGEMENT
REFERENCE GUIDE**

Updated January 9, 2024

Murray State College

Promulgation and Signature

Murray State College is dedicated to ensuring the safety and well-being of its students, faculty, staff, and visitors. In alignment with this commitment, Murray State has conducted a thorough review of its emergency operations plans and measures for mitigation/prevention, preparedness, response, and recovery concerning natural, technological, and human-caused disasters. The resulting Emergency Operations Plan (EOP) reflects a comprehensive examination and update of college policies. Both the Executive Team and the Board of Regents endorse its recommendations and pledge the college's resources to ongoing training, exercises, and maintenance necessary to keep it current. The EOP and its stipulations gain official status upon being signed and dated below by the concurring college officials.

January 8, 2024

A handwritten signature in black ink, appearing to read 'T. Faltyn', with a long horizontal stroke extending to the right.

Dr. Tim Faltyn

President

Approval and Implementation

Murray State College is dedicated to safeguarding the well-being of its students, staff, and preserving its facilities. The Murray State Emergency Operations Plan (EOP) serves as the official strategy for addressing specific hazards and circumstances that pose an emergency for Murray State employees, students, and property. The EOP is authorized by the Murray State President.

This official Emergency Operations Plan is the exclusive plan approved for Murray State College, surpassing any other existing plans. It is specifically tailored for Murray State. The authority for developing and maintaining this Emergency Operations Plan lies with the Murray State President, executed through the Director of Safety and Security. This document will be reviewed yearly and redistributed to the individuals listed below as needed.

President

Vice President of Academic and Student Affairs

Vice President of Business Affairs

Vice President of Ardmore Campus

Assistant Vice President of External Affairs

Public Information Officer

Contents

Promulgation and Signature.....	1
Approval and Implementation	3
Record of Changes.....	4
Emergency Operations Plan.....	6
Purpose, Situation, and Assumptions.....	6
Levels of Emergency Response	7
Concept of Operations	8
Organization and Assignment of Responsibilities.....	9
Direction, Control, and Coordination	11
Administration and Logistics.....	12
Plan Development and Maintenance	13
Declaration of an Emergency.....	13
Crisis Management Reference Guide	14
General Information.....	14
General Building Evacuation/Emergency Evacuation Routes	15
Weather Related Events.....	16
Weather Emergency/Tornado	16
Fire/Explosion Emergency.....	17
Gas Leak/Utility Failure	18
Elevator Entrapment	19
Injury Reporting/First Aid	19
Chemical and Bloodborne Incidents.....	23
Suspicious Activity	24
Active Shooter	25
Bomb Threat	26
Suicide Intervention.....	26

Emergency Operations Plan

Purpose, Situation, and Assumptions

Purpose:

The purpose of the Murray State College Emergency Operations Plan (EOP) is to provide a framework for emergency event management that is consistent with the National Incident Management System (NIMS) prescribed by the United States Department of Homeland Security. This framework will facilitate coordination by the College's Crisis Management Team with first responders from different agencies in the event of a major incident such as tornado, fire, or campus-wide power outage.

Murray State College is committed to the safety of its students, employees, visitors and community. As a partner with the City of Ardmore, City of Tishomingo, Carter County, and Johnston County, Murray State College will use its technical expertise, resources to mitigate, prepare, respond and recover from natural, technological, and terrorism events that may affect the campus and community. This EOP is intended to provide a common framework to coordinate actions of disparate groups and provide a seamless, rapid response and recovery to a potential or actual emergency affecting the campus or community.

The EOP is designed using an "all hazards approach" where general, common functions such as communications are listed in the main body of the document. Actions for specific hazards are listed in the Crisis Management Reference Guide.

Situation and assumptions:

Murray State has two campuses located in Ardmore, Oklahoma and Tishomingo, Oklahoma. The College owns properties off campus including a portion of the College Farm and retail properties listed below:

Murray on Main Ardmore

Murray on Main Event Center

Murray on Main Tishomingo

Murray State serves approximately 3,000 students, employees, and visitors daily.

An incident may occur on the campus that requires an emergency response. Campus resources may be inadequate to handle the incident and interagency coordination with city and county response agencies will be required. On-scene responders initiate the Incident Command System (ICS). Response personnel have received role-appropriate National Incident Management System (NIMS) training. The event may necessitate an extended response or involve a wide area of the campus or community immediately adjacent to the campus. An off-

site emergency -such as a flood- may involve students, faculty, staff, and the campus and potentially require the response of Murray State College resources. Murray State College Public Information staff may work with the local community in order to effectively inform students, staff, parents/guardians, faculty and the surrounding community.

Each building monitor, dean and director should have a copy of the Emergency Operations Plan and Crisis Reference Guide which includes preparation measures to take when forewarned of a possible emergency, procedures for building evacuations and designated shelter areas in each building. For additional help with planning for each building, contact the Director of Safety and Security.

Levels of Emergency Response

Minor Incident – An occurrence that will not significantly impact the overall functioning of Murray State College. Typically confined to a single area and manageable with existing campus resources, these incidents are part of the college’s day-to-day operations.

Examples include personal injuries, medical issues, minor thefts, protests, fire alarms, building power failures, broken pipes, and minor chemical spills.

Moderate Incident – An event that disrupts the overall operation of Murray State College, affecting entire buildings or multiple buildings. It may necessitate responses from emergency services and significant involvement from campus support services. Moderate incidents involve elements of the Emergency Operations Plan, activation of the Emergency Operations Center, and utilization of the Incident Command System.

Examples comprise fires, bomb threats, building evacuations, hostage situations, terror-related events, natural gas or propane leaks/eruptions, chemical spills, power failures in multiple buildings, and entrapment in buildings or equipment, as well as winter storms or tornado warnings.

Disaster – An incident severely impairing or halting the operation of Murray State College, potentially causing widespread damage, injuries, or a campus-wide evacuation. Effectively managing such situations requires a coordinated, campus-wide effort and the involvement of external emergency services. This level of incident necessitates full activation of the Emergency Operations Plan, the Emergency Operations Center, and the Incident Command System.

Examples include tornadoes, major fires, major floods, radioactive or chemical contamination, disease outbreaks, sustained blizzard conditions, and major natural gas pipeline eruptions or extended utility outages.

Concept of Operations

1. Concept of Operations:
 - a. The College President and the Executive team bear the responsibility for effectively managing emergencies to safeguard life and property from the impact of hazardous or life-threatening events.
 - b. This plan operates on the assumption that the emergency functions performed by various College and external groups responding to a crisis will generally align with their routine day-to-day activities.
 - c. In the event of an emergency surpassing the College's resources, the President or his/her designee will reach out to local emergency services and request external response resources. If needed, other levels of government can provide resources beyond the local scope.
 - d. Should the emergency exceed both the College's and local emergency services' capabilities, assistance from the state government will be sought through the Oklahoma Emergency Operations at 405-521-2481.
 - e. During an emergency, day-to-day functions not directly contributing to the College's emergency response may be temporarily suspended. These functions may be redirected, as deemed appropriate, to support emergency tasks identified by the Incident Commander.
2. Phases of Emergency Management:
 - a. **Mitigation:** Activities aimed at eliminating or reducing the likelihood of a disaster. Mitigation involves long-term measures that minimize the undesirable effects of unavoidable hazards.
 - b. **Preparedness:** College actions necessary to develop the response capabilities required for an emergency. Planning, training, and exercises are key activities conducted during this phase.
 - c. **Response:** The actual delivery of emergency services during a crisis. Response actions aim to reduce casualties and damage, expedite recovery, and encompass warning, evacuation, and rescue efforts.
 - d. **Recovery:** A dual-phase involving short-term and long-term processes.
3. Short-term operations seek to restore vital services and meet the basic needs of the public.

4. Long-term recovery focuses on restoring the College to its normal or improved state. This includes actions such as reinstating non-vital administrative and environmental services and reconstructing damaged areas. The recovery period presents an opportune time to implement mitigation strategies.

Organization and Assignment of Responsibilities

The Murray State College Emergency Operations Plan is operated under the Incident Command System (ICS) and is used by emergency services nationwide, as mandated by the National Incident Management System. The ICS is an all-risk system designed to be used in response to medical emergencies, technology accidents, natural disasters, and social emergencies.

The primary objective of the Incident Command System is the management of assigned resources for effective control of any situation. The ICS organization expands in a modular fashion based upon the type and complexity of the incident. The Incident Commander manages major functions until span-of-control restrictions require the delegation of certain functions. Functions are delegated to the command and operational staff, who are equipped to manage the “hands-on” details of the incident. The College ICS is the same system as the one used by most fire departments (e.g., Tishomingo Fire & Rescue) and other agencies.

1. President and Executive Team
 1. President of Murray State
 2. Vice President of Academic and Student Affairs
 3. Vice President of Business Affairs
 4. Vice President of Ardmore Campus
 5. Assistant Vice President of External Affairs
 6. Public Information Officer

The President and Executive team are responsible for:

- Endorsing and distributing the Emergency Operations Plan
- Periodically evaluating and revising the EOP to ensure alignment with the College’s requirements
- Guaranteeing the availability of resources for responding to significant incidents
- Coordinating regular testing and exercises for the EOP
- Overseeing the administration and funding of the EOP

2. Director of Safety & Security

The day-to-day oversight of the EOP will be the responsibility of the Director of Safety & Security (DSS). The DSS will:

- Collaborate with the Cities of Ardmore & Tishomingo and Carter & Johnston County Emergency Management to ensure alignment with local area emergency plans.
- Work with the Cities of Ardmore & Tishomingo and Carter & Johnston County Emergency Management to make necessary arrangements required to provide assistance to the Murray State community and the surrounding population in the event of a widespread emergency or disaster.
- Establish essential mutual aid agreements with other institutions, organizations, or businesses to ensure adequate resources for coping with emergency situations.
- Develop budget proposals/requests for training, equipment, exercises, or other emergency management activities.

3. Emergency Operations Center (EOC) Staff:

In the event of an emergency or incident, the Director of Safety and Security will set up an Emergency Operations Center (EOC) in Administration 303 on the Tishomingo Campus and Room 161 on the Ardmore Campus. The EOC will be staffed by Murray State and affiliated personnel to provide a comprehensive response to the emergency incident.

4. EOC Staff and Responsibilities:

1. Director of Safety & Security

- i. Creation of an Incident Command System Group (ICSG) to coordinate responses requiring multi-department/jurisdictional involvement.
- ii. Coordination of the development and ongoing currency of an effective emergency preparedness program for the College.
- iii. Coordination of all phases of emergency/incident management.
- iv. Management of EOC communication capabilities.
- v. Oversight of public awareness and education.
- vi. Operation of the EOC.
- vii. Training of EOC staff.
- viii. Planning and testing of warning/alarm systems.
- ix. Shelter planning

2. City of Ardmore/Tishomingo Chief of Police (or designee):

- i. Maintenance of law and order.
- ii. Traffic control.
- iii. Security of facilities.
- iv. Support for communication system.
- v. Liaison with other law enforcement agencies.
- vi. Participation in search and rescue operations.
- vii. Conducting post-incident investigations when necessary.

3. City of Ardmore/Tishomingo Fire Department:
 - i. Fire suppression.
 - ii. Emergency medical services.
 - iii. Participation in search and rescue operations.

4. Campus Emergency Management Team:
 - i. Acting as a leadership group for all phases of emergency management.
 - ii. Supporting and assisting the DSS in planning, preparing, and responding to emergencies.
 - iii. Serving as liaisons to their on-campus departments.
 - iv. Members may be individually or collectively called upon to respond to a crisis and related recovery.

5. Murray State Facilities Department:
 - i. Analysis and maintenance of fire extinguishers.
 - ii. Maintenance of fire suppression (sprinkler) systems.
 - iii. Facility inspections.
 - iv. Debris clearance.
 - v. Architecture/engineering assessments and expertise.
 - vi. Maintenance of campus roads.
 - vii. Assistance with damage assessment.
 - viii. Restoration of utilities.

6. Murray State IT Department
 - i. Operation and maintenance of warning/alarm systems.
 - ii. Establishment and maintenance of communication systems.

Direction, Control, and Coordination

The President and/or the administrative team bear the ultimate responsibility for emergency management, serving as the decision-making body for policy-level decisions. In the event of an emergency/incident, they collaborate with and oversee the entire response group through the EOC staff. The Director of Safety & Security (DSS) plays a crucial role in coordinating the campus-wide emergency management program, making routine decisions, and providing advice to the President and/or the administrative team when major decisions are required. During emergencies/incidents, the DSS takes charge of leading the EOC staff and acts as a liaison with local, county, state, and federal emergency management agencies.

Individuals within College departments are accountable for fulfilling their responsibilities outlined in the plan. Department heads and deans maintain control over their employees and equipment during emergency response operations. Each department is mandated to maintain its own set of operating procedures (SOPs), including methods for personnel recall during non-working hours, task prioritization for recovery work, procedures deviating from the

norm, and specific emergency authorities that may be assumed by designated successors in emergency situations.

In certain emergencies, directors and deans may be required to remain in the EOC and direct their departments from that facility. The EOC serves as the central hub for the administration and control of all Murray State functions during large-scale emergencies/incidents. All directors and deans with responsibilities during an emergency/incident adhere to the National Incident Management System (NIMS) for proper coordination among local, state, and federal agencies. The Incident Command Systems (ICS), integrated into NIMS, ensure effective incident management by aligning facilities, equipment, personnel, procedures, and communication within a common organizational structure. On-scene incident management will be conducted using ICS.

Administration and Logistics

1. Provisions for Emergency Authority

Local emergency powers are delineated in the Oklahoma Code and local ordinances, encompassing, but not limited to:

- a. Declaration of States of Emergency
- b. Contracts and Obligations
- c. Control of Restricted Areas
- d. Liability

2. Agreements and Understandings

In the event that College resources prove insufficient during an emergency, requests for assistance will be initiated from other local jurisdictions, higher government levels, and additional agencies, aligning with existing or emergency negotiated mutual-aid agreements and understandings. This assistance may encompass equipment, supplies, personnel, or other available capabilities. All agreements and understandings will be formalized in writing whenever possible and entered into by duly authorized officials.

3. Reporting and Records

Required reports will be submitted to the appropriate entities following the instructions in annexes to this plan. The EOC will serve as the repository for all records related to emergency management activities.

4. Relief Assistance

Government-provided individual disaster assistance will adhere to the policies established by the Oklahoma Department of Emergency Management and relevant Federal agencies providing such assistance.

5. Utilization of Local Entities

When major disaster assistance activities involve contracts or agreements with

private organizations, firms, or individuals, preference will be given, to the extent feasible and practicable, to entities residing or conducting business primarily in the affected areas.

6. Nondiscrimination

In executing emergency management functions, there will be no discrimination based on race, color, religion, nationality, sex, age, or economic status. This policy extends across all levels of government, contracts, and labor unions.

Plan Development and Maintenance

Those individuals responsible for implementation must be familiar with and comprehend the contents of this plan. The Director of Safety & Security holds the responsibility of briefing College personnel on their roles in emergencies/incident management and the plan's content.

The President and the Executive team will ensure an annual review of the EOP conducted by all officials involved in plan execution. The Director of Safety & Security will lead the review process and make any necessary plan revisions. To provide practical experience to personnel with assigned responsibilities, an annual simulated emergency exercise (drill, tabletop, functional, or multi-agency/jurisdiction) will be conducted as a test of the EOP. In case of necessity, the Emergency Management Coordinator may conduct more than one training activity per year.

Declaration of an Emergency

The College President or his/her designee has the authority to declare an end to a campus state of emergency. The College President/designee will serve as the Incident Commander during any incident or disaster. The College President/designee, in consultation of the vice-presidents and appropriate directors will be responsible for activating the Crisis Management Team,

Crisis Management Reference Guide

General Information

This guide has been developed to aid students, faculty, staff, and visitors of Murray State College during campus emergencies. While Murray State is recognized as a secure campus, unforeseen emergencies may still arise despite preventive measures. Although we cannot predict the unexpected, preparedness is within our control. Please acquaint yourself with this guide to enhance your readiness for various emergency situations outlined in the following pages.

Emergencies encompass a range of scenarios, including but not limited to weather emergencies, utility failures, fires, chemical spills, violent crimes, or medical emergencies. This Crisis Response Guide may not cover every potential emergency situation, so if an unanticipated emergency occurs, promptly dial 9-1-1 for assistance. Provide the dispatcher with your campus location, specifying the building and room number.

Murray State College is committed to ensuring the safety of the campus and the Murray State community. However, individual responsibility plays a crucial role in overall safety. Exercise your best judgment and common sense during emergencies. Evaluate all risks and take suitable actions. While the utilization of the information in this guide is voluntary, it is designed to offer guidance on appropriate actions during times of crisis.

Emergency Call List – (When calling from a campus telephone you must dial 9 for an outside line prior to dialing the number listed)

EMERGENCY- 9-911

Murray State Campus Police Department – 580-387-7311

Murray State Campus Police Cell – 580-371-1140

Ardmore Police Department – 580-553-1212

Tishomingo Police Department – 580-371-2319

Carter County Sheriff/Dispatch – 580-223-6014

Johnston County Sheriff/Dispatch – 580-371-2646

Oklahoma Highway Patrol- 580-223-8800

MSC Physical Plant Maintenance – 580-387-7320

MSC Maintenance Evening – 580-371-5286

Poison Control Center – 800-222-1222

General Building Evacuation/Emergency Evacuation Routes

Evacuation Protocol

In various circumstances, building evacuation may be necessary. If you hear a fire alarm or receive communication about building evacuation, follow these steps:

1. Stop your work safely.
2. Stay calm and organized while quickly gathering personal belongings.
3. Close doors and windows.
4. Avoid propping stairwell doors open.
5. If time allows, turn off power to electrical equipment.
6. Walk briskly, but do not run, to the nearest safe exit.
7. Do not use elevators.
8. Follow instructions from Murray State Police or identified emergency personnel.
9. Proceed to the predetermined collection point to report your safety status

Evacuation for Individuals with Special Needs

Pre-planning is crucial for a safe evacuation, especially for individuals with special needs. If you have specific requirements, consider the following:

1. Visually Impaired Persons: Inform them of the emergency and offer to guide them using the preferred method of elbow assistance.
2. Hearing Impaired Persons: Provide information on the emergency and evacuation route in writing. Use gestures and light switches to gain attention.
3. Ambulatory Persons with Mobility Aids: Use a two-person lock-arm position or have the person sit on a sturdy chair. Contact Murray State Police if needed.
4. Non-Ambulatory Persons (e.g., wheelchair users): Contact Murray State Police, move the person to an area of refuge, and consult them regarding the evacuation process.

Remember to use proper lifting techniques when assisting someone:

1. Never lift someone alone.
2. Always have at least two people assisting.
3. Position your feet shoulder-width apart and bend at the knees.
4. Lift using your legs while keeping your back straight.

For further assistance in identifying areas of refuge or emergency preparedness, contact Murray State Police.

Weather Related Events

In the event of campus emergencies due to weather, the campus emergency notification system (Campus Shield) will keep all current students, faculty, and staff informed. This system is designed to send early warning text and voice messages to phones, email accounts, and registered users.

The Director of Safety and Security will assess weather conditions before 6:00 a.m., contacting the College President for evaluation. If the President decides to cancel or adjust classes, the President will inform the Public Information Officer and the Executive Team.

For dissemination of schedule changes, the Public Information Officer will contact the following news stations and update the Murray State website:

1. KTEN
2. KXII

Decisions regarding evening classes and activities will be made by 3:00 p.m. by the College President.

Weather Emergency/Tornado

A “watch” indicates favorable conditions for tornadoes or severe weather, “warning” is issued when a tornado or severe weather has been spotted or indicated by radar.

Tishomingo Campus

In the event of severe weather at the Tishomingo campus, the City of Tishomingo sirens and the Murray State campus sirens will be activated.

The Murray State Fitness Center, located in Health Sciences is the designated shelter for all individuals.

Ardmore Campus

In the event of severe weather at the Ardmore campus, the City of Tishomingo sirens will be activated.

The designated shelter for all individuals at the Ardmore campus is room 151.

Monitor weather reports and proceed to these locations when storms begin. If sirens are sounding, seeking alternative shelter is not advised.

Follow these steps for safety:

1. Power off equipment susceptible to temporary electricity loss.
2. Close hallway doors to shield corridors from flying debris.
3. Stay away from windows.
4. Use the telephone for emergency calls only
5. Remain calm and vigilant.
6. Dial 911 to report storm-induced injuries and emergencies.
7. Report all damage to Campus Facilities at 580-387-7320.
8. Report locations of trapped individuals, noting injuries and disabilities.

Persons with Disabilities:

Those with mobility impairments should plan ahead. During power outages, elevators may not function. Seek refuge in a small interior room, closet, or landing in an interior stairwell, away from windows and exterior walls. Inform someone of your location and, if possible, have a cell phone with you.

Fire/Explosion Emergency

In the event of a fire or explosion, do the following:

1. **Immediately activate the building fire alarm system.**
2. **Call 911 and Campus Police (Dial 580-371-1140)**
3. Building occupants may use fire extinguishers, if trained to do so, but this should be performed after notifying the Fire Department.
4. If the first attempts to put out the fire do not succeed, evacuate the building immediately.

5. Assist any person in immediate danger to safety, if it can be accomplished without risk to yourself.
6. Doors, and if possible, windows should be closed as the last person leaves a room or area.
7. When exiting through a closed interior door, check door with the back of your hand for excessive heat in case fire is on the other side.
8. Do not use elevators- use building stairwells.
9. Once the situation is evaluated, occupants will be advised where else on campus they may go.
10. When they hear the fire alarm sound, all persons in the building must evacuate immediately.
11. Campus Facilities personnel will be posted on the outside of the affected building to ensure that no one reenters the building.
12. The Director of Safety and Security will block off the entrance that will be used by the Fire Department to prevent the flow of traffic.
13. Upon approval from the commanding officer of the Fire Department, occupants will return to the building.

Fire drills are conducted in all campus housing units. An announced drill is held early in the fall semester and an unannounced drill is held during the spring semester.

Gas Leak/Utility Failure

Gas Leak

1. Immediately halt all operations.
2. Notify Campus Facilities between 7:00 a.m. and 4:00 p.m. Monday-Thursday or 7:00 a.m. and 12:00 p.m. on Friday, at 580-387-7320 or after hours at 580-371-5286
3. Extinguish cigarettes, open flames, etc.
4. Avoid switching lights on or off.
5. Evacuate promptly, notifying others as you exit.

6. Leave the area.
7. Do not re-enter the building until given clearance by campus authorities.

Power Outage

1. Between 7:00 a.m. and 4:00 p.m. Monday-Thursday or 7:00 a.m. and 12:00 p.m. on Friday, notify Campus Facilities at 580-387-7320 or after hours at 580-371-5286
2. If necessary, evacuate the building following the guidelines in the Building Evacuation section (pg. 15) of this document. Use stairways, not elevators. Assist disabled persons if possible.
3. Laboratory personnel must secure experiments during power outages. Notify the lab supervisor immediately. Dial 911 for specific emergencies after hours.
4. When mechanical ventilation is interrupted, refrain from hazardous material procedures until power is restored. Secure chemicals and storage areas.

Flooding

1. Cease using electrical devices in case of flooding due to plumbing failure or other issues.
2. Between 7:00 a.m. and 4:00 p.m. Monday-Thursday or 7:00 a.m. and 12:00 p.m. on Friday, notify Campus Facilities 580-387-7320 or after hours at 580-371-5286.
3. If necessary, evacuate the building following the guidelines in the Building Evacuation section of this document.

Elevator Entrapment

1. Use the emergency phone within the elevator or contact Murray State Police at 580-387-7311.
2. Provide information on the number of trapped individuals, passenger conditions, building name, and elevator floor location.
3. Advise passengers to remain calm. Avoid attempting self-rescue, as elevators are designed for passenger safety, and any independent action might cause unintended movement or restart.

Injury Reporting/First Aid

Injury Reporting

In the case of life-threatening emergencies, promptly dial 911, and the police will coordinate the dispatch of an ambulance and other necessary emergency services.

Students:

For injuries that are not life-threatening, you can seek medical treatment at the Family Health Center of Southern Oklahoma, located at 610 E. 24th Street, Tishomingo, OK 73460.

Employees:

If you encounter non-life-threatening injuries unrelated to work, you may choose to receive treatment from your preferred medical provider.

For non-life-threatening work-related injuries, obtain treatment from your chosen medical provider. Simultaneously, promptly report work-related injuries to your supervisor. Additionally, inform the Office of Human Resources to initiate the filing of a Workman's Compensation Claim.

First Aid

For significant burns, call 911 for emergency medical assistance. Until help arrives:

1. Do not remove burned clothing; ensure the victim is no longer in contact with smoldering materials, smoke, or heat.
2. Avoid immersing severe large burns in cold water to prevent shock.
3. Check for signs of circulation; if absent, perform CPR if trained.
4. Cover the burn area with a cool, moist sterile bandage or clean, moist cloth.

For minor burns, including second-degree burns up to 2-3 inches in diameter:

1. Cool the burn by holding it under cold running water for at least five minutes.
2. Cover with a sterile gauze bandage and seek medical attention to prevent infection.
3. Take an over-the-counter pain reliever; avoid aspirin for children.

If a spinal injury is suspected:

1. Call 911.
2. Keep the person still; use towels, backpacks, or purses to support the head and neck.
3. Provide first aid without moving the head or neck.

4. If necessary to roll the person, use at least two people to maintain alignment.

Unconscious Person

1. Attempt to wake the person by shouting and tapping.
2. Call 911 if unconsciousness persists.
3. Check for breathing and pulse; perform CPR if trained.
4. Once breathing resumes, place the person in the recovery position if no head or spinal injury is suspected.

Choking

1. Dial 911
2. 2. Administer the Heimlich Maneuver by standing behind the person and applying upward abdominal thrusts.
3. Repeat until the blockage is dislodged.

Heart Attack

1. Dial 911.
2. Consider taking aspirin if recommended by a doctor.
3. Begin CPR if the person is unconscious.

Severe Bleeding

1. Call 911 for medical attention.
2. Apply pressure with a clean cloth or bandage; elevate the wound if possible.
3. Hold pressure for 5-10 minutes; seek immediate help if bleeding persists.

Shock

1. Dial 911
2. Have the person lie down with feet elevated if possible.
3. Check for signs of circulation; perform CPR if trained.
4. Keep the person warm and comfortable.

Seizure

1. Dial 911.
2. Do not restrain the person; protect them during the seizure.
3. Do not force anything into the mouth.

Heat Emergency

1. Move the person to a cool place.
2. Dial 911.
3. Cool the person with damp sheets or cool water.

Hypothermia (Cold Exposure)

1. Dial 911.
2. Move the person indoors; replace wet clothing with a warm, dry covering.
3. Apply warm compresses to neck, chest, and groin.

Fractures, Sprains, Dislocations

1. Call 911 for medical assistance.
2. Stop bleeding; immobilize injured areas with a splint if trained.
3. Apply ice packs to limit swelling.
4. Treat for shock.

Remember, only administer first aid if trained, and use common sense within your abilities. Do not initiate assistance unless you can conclude it.

Chemical and Bloodborne Incidents

Chemical Incidents

1. In the event of a spilled chemical, prioritize your safety and that of others by promptly evacuating the area.
2. Seal off the area by closing doors upon exiting and prevent others from entering.
3. Call Murray State Police at 580-387-7311 or Dial 911 to activate the emergency response system. Provide information on the building, floor, room number, spill quantity, and material identity.
4. Move to a safe location and await the arrival of emergency responders. For outdoor spills, stay uphill and upwind.
5. 5. Do not attempt cleanup unless trained to do so.

Chemical Contact with Clothes, Body, or Eyes

1. Remove contaminated clothing promptly to minimize injury severity. If clothing is frozen due to a cryogenic chemical, wait for the ice to melt in a safety shower before removal.
2. Head to the nearest shower/eyewash and flush eyes and affected body parts for at least 15 minutes.
3. In cases of chemical contact with eyes, hold them open to ensure thorough removal of the substance.
4. Seek immediate medical attention if chemicals entered the eyes or if exposure to hydrofluoric acid is suspected.
5. Properly handle and dispose of removed clothing to prevent contamination spread.
6. 6. Seek medical attention promptly.

Spills Involving Blood or Bodily Fluids

1. If the blood or bodily fluid is not your own, refrain from touching or attempting cleanup to avoid exposure to bloodborne pathogens.
2. Secure the area and prevent others from contact with the material.

3. If you come into contact with the material:
 - a. Wash the affected area immediately with soap and water, paying attention to any broken skin.
 - b. If material entered the eyes, flush with water for 15 minutes.
 - c. If material entered through the nose or mouth, rinse repeatedly with water.
 - d. Notify your supervisor and the Director of Safety and Security of possible bloodborne pathogen exposure.

4. Do not attempt cleanup unless trained and authorized.

Suspicious Activity

Notify the Murray State Police at 580-387-7311 or dial 911 to report any of the following incidents. Unless it involves self-defense, individuals reporting a crime should refrain from attempting to prevent it.

1. A tense situation between individuals or groups with potential for violence.
2. Unusual noises like screams, breaking glass, pounding, or gunshots.
3. Emergencies such as accidents, fires, or critically ill or injured persons.
4. Anyone being forcibly placed into a vehicle.
5. Property being removed from an unoccupied office or area.
6. Recently broken windows or doors, or scratches on doors or windows.
7. Someone running from a vehicle, building, or area while carrying property.
8. Individuals peering into building windows or vehicle windows.
9. A vehicle driving aimlessly or slowly back and forth on a street or in a parking lot.
10. Door-to-door solicitors lacking proper local permits or licenses.
11. Someone lingering without clear purpose around buildings, hallways, or other campus areas.
12. Any form of vandalism, including spray painting signs or buildings, graffiti, bench or sign removal, or damage to plants and shrubbery.

Active Shooter

Swiftly assess the most practical way to safeguard your life. Keep in mind that students are likely to emulate the actions of faculty/staff during an active shooter situation.

1. Call 911. Report the situation and your location.
2. EVACUATE (RUN)
If there's a clear path to escape, try to leave the premises.
 - a. Ensure you have a pre-determined escape route and plan
 - b. Evacuate, regardless of others' decisions
 - c. Leave belongings behind
 - d. Assist others in escaping, if possible
 - e. Prevent individuals from entering areas where the shooter may be
 - f. Keep hands visible
 - g. Follow police officers' instructions
 - h. Avoid moving wounded individuals
3. TAKE COVER (HIDE)
If evacuation isn't possible, find a secure hiding spot where the shooter is less likely to discover you. Your hiding place should:
 - a. Be out of the shooter's line of sight
 - b. Do not stay in an open hallway or common area.
 - c. Do not sound the fire alarm. A fire alarm requires everyone to evacuate the building, which could place them in more danger than they are otherwise in.
 - d. Lock the door. Barricade yourself in the room using furniture or anything you can push against the door.
 - e. Lock windows. Close blinds or curtains. Turn off lights.
 - f. Stay away from windows and doors.
 - g. Turn all audio equipment off. Switch cell phone to silent or vibrate.
 - h. Stay calm and be as quiet as possible.
4. DEFEND YOURSELF (FIGHT)
As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the shooter by:
 - a. Acting aggressively against them
 - b. Throwing items and using improvised weapons
 - c. Yelling- Committing to decisive actions

- d. If you are caught by the intruder and choose not to fight back, follow their directions. Do not look the intruder in the eye.
5. Once the police arrive, obey all instructions. This may involve being handcuffed or putting your hands in the air.

Bomb Threat

If you receive a bomb threat over the telephone, follow these steps:

1. Maintain composure and pay careful attention to details.
2. Take thorough notes, attempting to gather the following information from the caller:
 - a. Identity
 - b. Motive
 - c. Time set for the bomb to explode
 - d. Description of the bomb
 - e. Individuals informed about the threat
 - f. Affiliation or organization
 - g. Location of the bomb
 - h. Type of bomb
 - i. Caller's location
3. Request a co-worker or another person to dial 911 using a separate phone.
4. Document the information as the caller provides it, and have the co-worker convey the details to the Police.
5. Make an effort to prolong the conversation with the caller. Pay attention to background noises, voice characteristics, accents, or any other cues that may help identify the call's origin.
6. Follow evacuation instructions from properly identified emergency personnel.

Suicide Intervention

Suicide attempts and thoughts of suicide are occurrences that can occur on college campuses. Recognizable indicators of suicidal ideation include:

1. Explicitly expressing thoughts of suicide (e.g., "I won't be around next week," "I just can't go on anymore.").

2. Giving away cherished possessions.
3. Exhibiting signs of anxiety.
4. Showing symptoms of depression.
5. Experiencing a drastic change in behavior.
6. Demonstrating ambivalence about the future.

If you witness a student or employee in severe distress, indicating an immediate danger to themselves or others, dial 911. The police will respond, and counseling staff and additional emergency personnel will be summoned as needed.

For STUDENTS experiencing non-emergent distress, it is advisable to visit the Murray State Student Affairs staff by calling 580-387-7139 or by contacting Lighthouse Behavioral Wellness Center at the numbers below:

Ardmore: 580-223-5636

Tishomingo: 580-371-3019

24/7 Crisis Hotline: 1-800-522-1090

EMPLOYEES dealing with non-emergent distress are encouraged to seek support from their chosen mental health provider. If there are uncertainties or concerns about an individual's behavior, or if guidance is needed, contacting Murray State Student Affairs or Murray State Police is recommended.