

Safety and Security Information

MSUCOM East Lansing – Fee Hall

**IN THE EVENT OF ANY EMERGENCY,
CALL MSU POLICE AT 911**

- **CAMPUS OVERVIEW:** For printable and interactive campus maps of Michigan State University, go to: <https://maps.msu.edu/>
- **BUILDING ACCESS TO FEE HALL:** MSUCOM-East Lansing students have badge access to Fee Hall after usual business hours. Student study areas are open and available to students at any time. Rooms for special events or student organization meetings can be reserved by contacting Ms. Beth Courey or Ms. Jennifer Miller in the Student Organization office.
- **EMERGENCY INFORMATION:** Color-coded Emergency Guideline charts are posted throughout the facility.
- **MSU POLICE:** Call 911 for emergencies on campus. To contact MSU Police for non-emergency situations, visit their website at www.police.msu.edu, call 517-355-2221, or email info@police.msu.edu.
- **EMERGENCIES** are defined as including:
 - a. Fires
 - b. Tornado Warnings
 - c. Explosions
 - d. Active Violence Incidents
 - e. Life safety issues
 - f. Serious injuries
 - g. Crime in progress
 - h. Bomb threats
 - i. Hazardous material release emergency.

For fires and most emergency that require the quick evacuation of the building use the fire evacuation pull-station alarms located throughout the building. Assist those who may need help exiting the building or moving to safety.

- **INJURIES ON CAMPUS:** For injuries that require *medical attention*, medical treatment can be sought at any local hospital emergency room via private car or, for ambulance transport, by dialing 911. Students may visit Olin Health Center for routine medical issues. More information is available online at <http://olin.msu.edu/>.

- **GROSS ANATOMY LAB SAFETY:** The Gross Anatomy Lab (GAL) has eye-wash stations and a first aid kit. Contact an anatomy lab instructor or blue coat if injuries occur. Safety information is posted in the GAL. If there is damage to any anatomic specimens, notify laboratory staff.
- **EMERGENCY ALERTS:** Students, faculty, and staff are encouraged to sign up for text message alerts from MSU. Messages regarding inclement weather or security issues can be received via texts, emails, or both. To sign up, go to <http://alert.msu.edu/>

MICHIGAN STATE UNIVERSITY		EMERGENCY GUIDELINES		S
Fire Guidelines	Weather Warnings	Active Violence	Hazardous Materials	
1. Pull the alarm and call 9-1-1 .	If a weather warning is issued or severe or threatening weather approaches move to a safe shelter area.	1. If the incident is occurring near you, secure in place in a safe space where you are.	Exit the building if advised by Emergency Personnel and seek a safe rally site upwind of the building.	
2. Evacuate the building utilizing the nearest safe exit.	Notification is through: 1. Outdoor Warning Sirens or ConnectEd messaging.	2. If you can leave, evacuate immediately, call 9-1-1 if you have information about the incident. Otherwise:	SHELTERING IN PLACE:	
3. Meet at the building's designated rally site: Law School Building (north) Entrance.	2. Local TV or Radio.	RUN – Plan an escape route, leave belongings behind, when safe call 911.	1. Close and seal all doors and windows.	
4. Follow the instructions of Emergency Action Team Coordinators, Police, Fire/EMS personnel.	3. Inside buildings: a public address system, or the Emergency Action Teams.	HIDE – Locate an interior room – lock door, block with furniture, turn off lights, silence devices, avoid windows and doors.	2. Shut off any room air sources (vents, air conditioners, etc.).	
Persons with Disabilities: Assist in relocating the person to the nearest safe fire rated stairwell and Inform the nearest emergency responder of their location.	WEATHER SHELTERS: Indicated on evacuation maps highlighted in yellow. Seek an area away from windows, in hallways, or the basement of the building.	FIGHT – If in imminent danger - act aggressively, yell loudly, throw/use objects as weapons to incapacitate attacker.	3. Remain sheltered in place until advised by emergency personnel it is safe to exit and be prepared to move to a different safe area or evacuate if advised.	

Revised 7/22/13