



# FERRIS STATE UNIVERSITY

## SAFETY, HEALTH, ENVIRONMENTAL AND RISK MANAGEMENT

### Office and Classroom Emergency Procedure Training & Information

The Safety, Health, Environmental and Risk Management (SHERM) Department reminds Faculty, Staff, and Students, as they return to campus, to review emergency procedures. Evacuation and Shelter Area information signs are posted in all buildings on campus to inform Faculty, Staff, Students, and Visitors of these safety procedures. It is appropriate to share this information in staff meetings, seminars, classroom sessions, and other gatherings.

### Suggested discussion topics for Faculty, Staff, Students, and Visitors

#### What to do if a Tornado Warning is issued

- Tornado Warnings are indicated by the outdoor sirens.
- If you hear the high/low tone of the tornado warning siren you should immediately take shelter.
- Proceed calmly to the nearest shelter area in the event of a Tornado Warning.
- The nearest severe weather shelter area is located (*fill in the blank by reviewing your building's posted plan*).
- If you are unable to make it to a shelter area, it is suggested to seek shelter in an interior room, under a heavy piece of furniture and away from windows.

#### What to do in the event of a Building Evacuation

- Evacuation routes from this room are (*describe two ways to evacuate the room and building by reviewing your building's posted plan*).
- An evacuation is communicated by the building fire alarm system.
- The system is equipped with both flashing strobes and a tone/horn.
- If the alarm system is activated proceed, in a calm manner, to the nearest exit.
- If the first exit is blocked by smoke or fire proceed to the secondary evacuation route.
- If you are physically unable to evacuate via the stairs, seek an alternate evacuation route or seek shelter in a stairwell after the floor has cleared and contact emergency services (call 911) to report your location.



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- Do not use elevators.
- Exit the building and proceed at least 300-500 feet from the entrance.
- Be aware of approaching emergency vehicles and allow for their clear arrival.
- Report any known missing individuals to emergency services (call 911).

### What to do if a Fire is Discovered

- If you discover a fire, activate the fire alarm system by using a red pull station located throughout the building.
- Activation of the alarm systems notifies the Department of Public Safety and initiates evacuation of the building occupants.
- If safe to do so, close doors and windows as you evacuate to reduce the spread of smoke and flames.
- Report fires to emergency services by calling 911.

### Where is the Building Specific Information I need?

- Building diagrams are located in the main or elevator lobby of each building.
- Green shaded areas indicate suggested shelter areas.
- Red arrows indicate exit routes.
- All Building diagrams may be viewed in the online FSU or KCAD Instructional Staff and Life Safety Training module at <http://www.gcctraining.com>
- Instructions: see *Links to Additional Information* below.

Only attempt to use a **Fire Extinguishers** if...

- It is safe to do so.
- You are trained in the use of fire extinguishers.
- You can maintain a clear exit from the area.

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### Training Resources

- Emergency Action Guide (single page)  
– <https://ferris.edu/HTMLS/administration/adminandfinance/finance/sherm/Safety/pdfs-docs/EmergencyActionGuide.pdf>
- FSU Instructional Staff Fire and Life Safety Training - FSU Online Training by GCN website: <http://www.gcctraining.com>
- FSU Emergency and Safety Procedures Guide (flipchart): <https://ferris.edu/HTMLS/administration/adminandfinance/finance/sherm/Safety/pdfs-docs/FSU-FlipCharts.pdf>

### Links to Additional Information

- Emergency Text Alert Signup Instructions – receive emergency notifications via text message to your phone:
  - Visit the MyFSU – Employee tab – click the Emergency Text Alert link to sign-up.
  - <https://ferris.edu/HTMLS/administration/adminandfinance/finance/sherm/Safety/pdfs-docs/emergencytextalerts.pdf>
- Instructions for FSU Online Training by GCN: Human Resource and Safety Training
  - <https://ferris.edu/HTMLS/administration/adminandfinance/finance/sherm/pdfs-docs/FSUOnlineEmployeeTrainingByGCN.pdf>
- New Employee Orientation Information
  - <https://ferris.edu/HTMLS/administration/adminandfinance/finance/sherm/pdfs-docs/NewEmployeeOrientationManual.pdf>

<https://ferris.edu/SHERM> \*The Safety, Health, Environmental and Risk Management (SHERM) Department has been established to provide a comprehensive program of services and activities to assist colleges and departments in protecting faculty, staff, students, visitors, and the environment. (8/2023)

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