



# FERRIS STATE UNIVERSITY

## SAFETY, HEALTH, ENVIRONMENTAL AND RISK MANAGEMENT

### **Staying safe: Office and classroom emergency procedure training and information**

The safety and security of our Ferris State University students, employees and community members is our top priority. Knowing what to do in an emergency is key to staying safe and helping those around you.

The Safety, Health, Environmental and Risk Management Department reminds faculty, staff, and students to review emergency procedures as they return to campus.

The department – better known as [SHERM](#) – was established to provide a comprehensive program of services and activities to assist colleges and departments in protecting faculty, staff, students, visitors, and the environment.

Evacuation and shelter area information signs are posted in all buildings on campus to inform employees, students and visitors of these safety procedures. It is appropriate to share this information in staff meetings, seminars, classroom sessions, and other gatherings.

Please discuss these topics with colleagues, students, and visitors.

### **Role of the Department of Public Safety:**

Ferris State University's Department of Public Safety (DPS) will be actively involved in emergency response efforts. The primary role of DPS is to protect the lives and safety of employees, staff, students, and guests at Ferris State University as well as university properties. The best way to stay informed during an emergency is to sign up for emergency text alerts at [Ferris Emergency Text Alerts \(ferris.edu\)](#).

### **To Contact the Department of Public Safety:**

The Department of Public Safety can be reached by phone at (231) 591-5000; or by email at [dispatch@ferris.edu](mailto:dispatch@ferris.edu). You may also choose to text a tip from your phone to: [bulldogstexttip@ferris.edu](mailto:bulldogstexttip@ferris.edu).

For more information about the Department of Public Safety, please check out the department's website, [ferris.edu/campus-safety](http://ferris.edu/campus-safety).

### **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.
- Look for your buildings posted plan to find the nearest severe weather shelter area.
- 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.
- Sign up for emergency text alerts at: [Ferris Emergency Text Alerts \(ferris.edu\)](#)



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### **What to do in the event of a building evacuation:**

- Evacuation routes from this room are included in your building's posted plan.
- Evacuations are 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.
- 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 Ferris State and Ferris State-KCAD Instructional Staff and Life Safety Training module at <http://www.gcctraining.com>

### **Only attempt to use a fire extinguisher 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.

1201 S. State St., CSS101U  
Big Rapids, MI 49307-2020

**Phone:** (231) 591-2150  
**Fax:** (231) 591-2978  
**Web:** [www.ferris.edu](http://www.ferris.edu)  
(1/2025)



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### Training Resources:

- Emergency Action Guide (single page) is here: [EmergencyActionGuide.pdf \(ferris.edu\)](https://www.ferris.edu/emergencyactionguide.pdf)
- Ferris State Instructional Staff Fire and Life Safety Training - FSU Online Training by GCN website is here: <http://www.gcntraining.com>
- Ferris State Emergency and Safety Procedures Guide (flipchart) is here: [EmergencySafetyProcedureGuide.pdf \(ferris.edu\)](https://www.ferris.edu/emergencysafetyprocedureguide.pdf)

### Links to Additional Information:

- Emergency text alert signup: Receive emergency notifications via text message to your phone.
- [Sign Up for Ferris Emergency Text Alerts \(ferris.edu\)](https://www.ferris.edu/signupforferrisemergencytextalerts)
- [Weather and Emergency Alerts \(ferris.edu\)](https://www.ferris.edu/weatherandemergencyalerts)
- Instructions for Ferris State online training by GCN: Human Resource and Safety Training
- [FSUOnlineEmployeeTrainingByGCN.pdf \(ferris.edu\)](https://www.ferris.edu/fsuonlineemployeetrainingbygcn.pdf)
- New employee orientation Information
- [NewEmployeeSafety.pdf \(ferris.edu\)](https://www.ferris.edu/newemployeesafety.pdf)

### Active Assailant:

At Ferris State University, we practice the “Run, Hide, Fight” philosophy regarding active assailant incidents. Please review the “Run, Hide, Fight” video here: [Run, Hide, Fight. FBI Active Shooter Training.](https://www.ferris.edu/run-hide-fight)

**RUN:** Your first and best option during one of these events is to get away quickly. If you can do so safely, run to the nearest exit. Be aware of alternative exits and windows. Keep running until you find a place to cover.

**HIDE:** If the exits are blocked, the next best option is to hide. Lock and barricade the door, turn off the lights, silence your cellphone, and prepare to defend yourself.

**FIGHT:** As a last resort, when you find yourself face to face with the assailant, fight! Remember this is a last resort. Use improvised weapons. You are fighting for your life, so do not fight fairly. Win at all costs to protect yourself and others.

Here are a few tips to increase your chance of surviving an active assailant attack:

- Know your abilities and limitations.
- Know your building exits and any alternative exits.
- Be aware of your surroundings and any suspicious individuals who are in the vicinity.
- Have a plan and rehearse your plan in your mind regularly. Rehearsing your plan will save you valuable seconds in the event of a real emergency. Those seconds can mean the difference between life and death.

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