

Mercer University

Emergency Procedures

Guidelines for Faculty and Staff

In the event of a broad emergency that has the potential to harm people and/or facilities on the Macon or Atlanta campus, it is important for the faculty and staff to be aware of the following information:

Communication: In the event of an emergency, Mercer Police and the administration will provide alerts and vital information using a variety of formats including emergency text messages, emails, and the office phone system. It is important to note the following:

1. All Mercer faculty and staff are strongly urged to register for emergency text messages.
 - Contact MU Information Technology or visit the website for details on emergency alert registration.
 2. Faculty with policies prohibiting student cell phone use in the classroom should actively monitor their own cell phones for emergency text messages.
 3. Initial notifications may be based on partial data, with the goal to inform campus occupants of a developing situation requiring immediate action to protect life safety and facilities.
 4. The messaging system will be used to deliver additional emergency information, or that the dangerous event and/or conditions are under control, or "all clear".
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Building Evacuation Instructions

1. When a fire alarm is activated, evacuation is mandatory
2. When information about a threat is received in a building or facility, evacuation may be ordered by Mercer Police
3. Do not use elevators in an evacuation
4. Close doors as you exit
5. All personnel should move away from the **building** and/or **facility** in danger (500 feet, or follow instructions from onsite emergency responders)

Active Shooter Instructions

How to respond (options) if an active shooter is in your vicinity:

1. **Run:** If there is an accessible escape path, attempt to evacuate the premises.
2. **Hide:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
3. **Fight:** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the shooter

Lockdown (Violent Acts)

Should the university experience a violent act (such as an active shooter), a lockdown of the University may be ordered by Mercer Police. In such a situation, you should:

1. Immediately go to the closest enclosed area. If possible, choose a room without windows that has a locking door
2. Lock and/or blockade the doors
3. Turn out lights and draw blinds
4. Silence your cell phone, remain quiet, and stay out of sight
5. Wait for an "All Clear" signal or notice from Mercer Police and/or local emergency response personnel
6. If outside during the notification, consider leaving the campus if possible

Shelter-in-Place (Severe Weather)

- If possible, move to designated severe weather areas of the building
- Do not use elevators
- Avoid glass doors & windows
- Wait for an "All Clear" signal or notice from Mercer Police and/or local emergency response personnel

<An Emergency Response Quick Reference Guide is Available>

Mercer University

EMERGENCY RESPONSE GUIDELINES

QUICK REFERENCE GUIDE

Mercer Police

Macon Campus 478.301.HELP (4357)

Atlanta Campus 678.547.6358

Information Hotlines

Macon Campus 478.301.5335

Atlanta Campus 678.547.6111

1- Notify Mercer Police as soon as possible of the incident or conditions of concern

2- Assess the situation to determine the best course of action:

Evacuation of Facility / Clearance of Area	Lockdown / Shelter-in-Place
FIRE	TORNADO
GAS LEAK	SEVERE WEATHER
HAZARDOUS MATERIAL RELEASE or SPILL	ACTIVE SHOOTER
SUSPICIOUS PACKAGE	CIVIL DISTURBANCE
BOMB THREAT	RIOT

EMERGENCY RESPONSE INSTRUCTIONS

Evacuation Instructions

- When a fire alarm in a building is activated, evacuation of that building is mandatory
- Do not use elevators in an evacuation
- Close doors as you exit
- All personnel should move to a safe area, away from the **building** and/or **facility** in danger (500 feet, or follow instructions from onsite emergency responders)

Lockdown / Shelter-in-Place Instructions

Lockdown (Violent Acts)

- Lock the doors to your area
- If possible, choose a room without windows that has a locking door (barricade the door if possible)
- Turn out lights, draw blinds, & remain quiet
- Wait for an "All Clear" signal or notice from emergency response personnel

Shelter-in-Place (Severe Weather)

- If possible, move to designated severe weather areas of the building
- Do not use elevators
- Avoid glass doors & windows
- Wait for an "All Clear" signal or notice from emergency response personnel