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”.

**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.

**Stay-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.

*Please refer to the attached Emergency Procedures Quick Reference Guide*
**QUICK REFERENCE GUIDE**

Mercer Police Information Hotlines

Macon Campus  478.301.HELP (4357)  Macon Campus  478.301.5335
Atlanta Campus 678.547.6358  Atlanta Campus 678.547.6111

**EMERGENCY RESPONSE GUIDELINES**

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

2- Immediately assess the situation to determine the best course of action:

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**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 / Stay-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

Stay-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