

August 15, 2011

Faculty,

Thank you so much for the contributions you make to keep our campus a safe place to learn, work, and live. Your willingness to participate in informing students about emergency procedures is an integral part of our efforts to provide a safe campus environment.

We hope you continue to use and find the Emergency Procedures Handbook a valuable resource. Companion posters are mounted in all classrooms and common areas of campus. If you are in need of additional copies of the handbook or find that your classroom is missing the poster, please contact us from the web page www.moreheadstate.edu/emergency, click on the Submit a Question-Emergency Resources from the left hand sidebar and give us your name and campus mailing address (for handbook supply) and location of classroom if poster is needed identifying your needs in the comment section.

We have incorporated suggestions from faculty into the process of reporting notification of classes in emergency procedures in the classes you instruct. We think it will be a less cumbersome exercise for you. The process of a short discussion of emergency procedures for the particular location in which you are holding your class should be a routine part of the beginning of each semester (Life Safety Orientation). The statement for syllabi information found in the Classroom Resource section of the Emergency web page, www.moreheadstate.edu/emergency/index.aspx?id=19272, can be linked to your online syllabi and blackboard. You can then briefly discuss the issues of evacuation, shelter in place, and the place to gather in the event of a tornado, with each class that is specific to the location of your classroom.

Once this has been done please print a class roster, mark any students that were absent, date, sign, and send to Agnes Manley in the Environmental Health and Safety Office, 110 Downing Hall.

Again, thank you for your participation in this process.

Madonna Weathers
Vice President for Student Life