EMERGENCY PROCEDURES GUIDE

This guide is intended as a reference for students and staff and should not replace sound judgement and common sense.
• Assess situation, verify information, and notify University Police at 911.
• Seal off high risk area when necessary.
• Take charge of area(s) until incident is contained or relieved by University Police.
• Shelter in place or evacuate the building.
  - Nature of incident may require alternative evacuation site.
• Designate a control area and maintain a phone log of all calls made, received and a time sequence of events.
• Emergency Operations Team delivers additional instructions as specified in the Emergency Response Guide.
• Refer media to Director of University Relations.

RESPONSE TO ANY EMERGENCY
Dean, Department Head, Director, Senior Faculty/Staff Member:

- Verify information.
- Call 911, if necessary.
- Seal off high-risk area.
- Emergency Operations Team leader will convene crisis team and implement crisis response procedures.
- Notify student and staff (depending on emergency, students may be notified by instructors).
- Evacuate students and staff, if necessary.
- Keep detailed notes of crisis event.
- Refer media to Director of University Relations.

Faculty/Staff:

- Verify information.
- Lock classroom doors, unless evacuation orders are issued.
- Warn students, if so advised by Emergency Operations Team.
- Account for all students.
- Take class roster to evacuation site.
- Refer media to Director of University Relations.
- Keep detailed notes of crisis event.

STAFF RESPONSIBILITIES
TORNADO
Tornado Watch has been issued in an area near campus.

Tornado Warning has been issued in an area near campus or tornado has been spotted near campus.
- Move students and staff to safe area.
- Remind faculty to take class roster to evacuation site, if prompted.
- Account for all students.
- Remain in safe area until warning expires or until emergency personnel have issued an all-clear signal.

FLOODING
- Listen to NOAA Weather Radio for current and forecasted conditions in the area.
- Avoid walking through and flood waters. If it is moving swiftly, even water 6 inches deep can sweep you off your feet.
In the event of a fire, smoke from a fire, or a gas odor has been detected:

- Assess the situation. Pull fire alarm and contact 911.
- Evacuate students and staff to a safe distance outside of building.
- Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- Faculty takes class roster to evacuate site. Take (call) roll after being evacuated.
  - Advise university police of missing students.
- Emergency Operations Team attends to those injured by fire/explosion until EMS arrives.
  - Perform necessary immediate first-aid on victim(s): smother by fire by rolling on the ground, deluge with water.
- No one may reenter building(s) until entire building(s) has been declared safe by fire or police personnel.
- University Police/Director of Environmental Health and Safety notifies students and staff of termination of emergency.
  Resume normal operations.

**WARNING:**

Do not use water on electrical fires. Do not attempt to fight fires involving explosives.

Do not attempt to fight fires involving toxic chemicals or strong oxidizers.
**Incident occurred on campus:**
- Assess the situation.
- Call 911.
- University Police seals off area of leak/spill.
- Follow procedures for evacuation or sheltering.
- ENS will announce Crisis Codes.
- University Police is in charge of area until fire personnel contains the scene.
- Notify Director of University Relations if students were evacuated.
- Resume normal operations after consulting with fire officials. Announce “all clear code.”

The University may be notified of incidents within a 10-mile radius by local Emergency Management Officials, via tone alert receivers/telephone, to shelter in place or to evacuate to a designated reception center.

**Sheltering Notification:**
- Take all persons inside building(s).
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.

**Faculty responsibilities during evacuation:**
- Keep classes intact.
- Take (call) roll.
- Explain procedures to students. Instruct students to take belongings to the relocation center.
- Take (call) roll again after arriving at relocation center.
Ensure the safety of student and staff first.

- Call 911.
- Seal off area where assault took place.
- Defuse situation if possible by identifying key individual and concerns, isolating key individual in neutral area, and conferring with key individual.
- Inform University Police if weapon was used, if victim has physical injury causing substantial pain or impairment of physical condition, or if assault involved sexual content (intentional touching of anus, breast, buttocks or genitalia of another person in a sexual manner without consent. This contact includes those areas covered by clothing).
- Assess counseling needs of victim(s) or witness(es).
Upon receiving a message that a bomb has been planted on campus:

- Get all of the facts. Ask the following questions: “What’s was it made of?”, “When will it go off?”, “Why did you place it in the campus?”, “Is it in the Ease, West, etc.”, “How old are you?”, “What does it look like?”, “Where is it located?”, and “Who is this calling?”
- Listen closely to the caller’s voice and speech patterns and to noises in the background.
- Call 911. Do not share information about call with others.
- University Police initiates Crisis Codes through the ENS to order the evacuation of all persons inside campus building(s).
- University Police must report incident to state police.
- DO NOT USE RADIOS OR CELLULAR PHONES, SINCE RADIO BEAMS CAN CAUSE DETONATION.
- University Police completes Bomb Threat Report Form.

Evacuation Procedures:

- Upon notification of a Bomb Threat, Emergency Operations Team will trigger the fire alarm.
- Faculty, staff and students follow standard fire drill procedures.
- Direct students to take their belongings to the evacuation site.
- Students and staff must be evacuated to a safe distance outside of the building(s). Try not to move students to area openly visible from the street. The bomb threat could be a diversion to get students out in open areas.
- Faculty takes (call) roll after evacuation. Advise university police of missing students.
- Director of Environmental Health and Safety notifies students and staff of termination of emergency (“all clear” code).
- Resume normal operations.
Intruder-An unauthorized person who enters classroom/office:

- Notify University Police at 911.
- Ask another staff person to accompany them before approaching intruder.
- Politely greet intruder, identify yourself, and ask the intruder the purpose of his/her visit.
- Inform the intruder that all visitors must register at the University Police main office.
- If intruder’s purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.

If intruder refuses to leave:

- Warn intruder of consequences for staying. Inform him/her that you have called police.
- Notify police Department Head if intruder still refuses to leave. Give police full description of intruder.
- Walk away from intruder if he/she indicates a potential for violence. Be aware of intruder’s actions at this time (where he/she is located, whether he/she is carrying a weapon or package, etc.)
- University Police will issue an “All Clear” when incident is under control.

Hostage:

- If hostage taker is unaware of your presence, do not intervene.
- Call 911 immediately, give dispatcher details of situation.
- Seal off area near hostage scene.
- Be prepared to provide University Police with:
  - Number of hostage taker(s)
  - Description of hostage taker(s)
  - Type of weapon(s) hostage taker(s) have
  - Number and names of hostages
  - Demands and instructions hostage taker(s) have given

If taken hostage:

- Follow instructions of hostage taker.
- Try not to panic. Calm students if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to hostage taker.
If any student/staff member is kidnapped:

- Call 911.
- Lock all doors/windows.
- Be prepared to provide a description of the kidnapper and person(s) kidnapped.
- If vehicle is involved, attempt to identify
  - Color of vehicle
  - Year
  - Make
  - Body (Two door, type of vehicle)
  - Anything else of importance (direction of travel)
  - License number

**Kidnapper:**

- If kidnapper is unaware of your presence, do not intervene.
- Call 911 immediately, give dispatcher details of situation.
- Seal off area near kidnapping scene.
- Be prepared to provide University Police with
  - Number of kidnapper(s)
  - Description of kidnapper(s)
  - Type of weapon kidnapper(s) have
  - Number and names of person(s) kidnapped
  - Demands and instructions kidnapper(s) have given

**If kidnapped:**

- Follow instructions of kidnapper.
- Try not to panic. Calm students if they are present.
- Treat the kidnapper as normally as possible.
- Be respectful to kidnapper.
- Ask permission to speak and do not argue or make suggestions.