

# Emergency Response Guidelines - Quick Reference

BOMB THREAT	HOSTILE INTRUDER	CHEMICAL SPILL	MEDICAL EMERGENCY	PSYCHOLOGICAL CRISIS	EARTHQUAKE	CRIME IN PROGRESS	SERIOUS WEATHER/TORNADO
<p><b>If you receive a bomb threat:</b></p> <ul style="list-style-type: none"> <li>If you receive a bomb threat, keep the person talking as long as possible.</li> <li>Get as much as information as possible: where is the bomb, why is it there, what type, what will make it explode, etc.</li> <li>Record the caller ID and any other characteristics of the call: background noise, accent, etc.</li> <li>Do not hang up the phone; use another phone to call Public Safety (355).</li> <li>Do not use cell phones or two way radios as these have been known to set off bombs.</li> <li>If you are told there is a bomb threat, follow the evacuation guidelines for your building.</li> </ul>	<p><b>A person who is causing or threatening serious bodily injury or death.</b></p> <ul style="list-style-type: none"> <li>Faculty should follow the R.A.I.N. model for crisis situations *</li> <li>If you are not in a classroom, try to get to one and lock the door behind you.</li> <li>Otherwise run (in an erratic pattern) hide, play dead, or as a last resort fight back.</li> <li>If communication is available contact Public Safety (355)</li> <li>Turn off lights and audio visual equipment</li> <li>Stay away from windows with sight into the hallway</li> <li>Remain calm and quiet.</li> <li>Keep everyone together</li> <li>Limit cell phone use to only emergencies.</li> <li>Take classroom packet and take attendance of everyone in the room</li> <li>Use red card in window if there is trouble in your room</li> </ul>	<p><b>If you discover a chemical spill:</b></p> <ul style="list-style-type: none"> <li>Any spill of a hazardous chemical shall be reported to Public Safety (355) for follow up by the proper agency.</li> <li>When reporting be as specific as possible about the nature of the material, how much spilled if there are injuries and exact location.</li> <li>Vacate the affected area and seal it off by closing doors.</li> <li>Anyone who may be contaminated by the spill should avoid contact with others and stay in the vicinity so that specialized teams can render first aid and conduct clean up.</li> <li>If an emergency exists activate the building alarm.</li> <li>Evacuate per building guidelines.</li> </ul>	<p><b>If you discover a medical emergency:</b></p> <ul style="list-style-type: none"> <li>Call Public Safety (355) to respond and assist with the medical problem.</li> <li>Have someone call 911 if it is potentially life threatening</li> <li>Do not move the person unless he or she is in danger.</li> <li>Render first aid if qualified.</li> <li>Avoid contact with potentially infectious bodily fluids.</li> <li>If you are exposed to bodily fluids, notify Public Safety personnel.</li> </ul>	<p>Exists when a person is threatening harm to himself or others, is out of touch with reality, drug induced uncontrolled behavior, disturbing writings or speeches</p> <ul style="list-style-type: none"> <li>Never try to handle a situation like this on your own.</li> <li>Notify Public Safety (355) if immediate assistance is needed.</li> <li>If you learned of a particular situation and wish to discuss if it rises to a crisis situation contact Ken Forst (322), Jerry Boerema (323) or Chuck Hinman (255). We will use specialized resources to help deal with the situation.</li> <li>Report to Public Safety any persons acting in a suspicious or irrational behavior on campus grounds.</li> </ul>	<p><b>If you feel an earthquake:</b></p> <ul style="list-style-type: none"> <li>If indoors, seek refuge in a doorway or under tables. Stay away from glass windows, shelves and heavy equipment.</li> <li>Attempt to evacuate the building as a group and in a safe orderly manner.</li> <li>Use the classroom packet to take attendance and relay any missing students/faculty to a Public Safety official.</li> <li>Once outside, move away from buildings, utility poles and other structures.</li> <li>Be prepared for aftershocks</li> <li>Damaged facilities, gas leaks, downed wires should be reported to Public Safety (355) and Facilities (263).</li> <li>Do not return to an evacuated building unless told to do so by a college official.</li> </ul>	<p><b>If you are discover a crime in progress:</b></p> <ul style="list-style-type: none"> <li>Do not attempt to apprehend or interfere with a crime in progress except in self defense.</li> <li>Be a good witness and try to get a detailed description of the perpetrator.</li> <li>If a vehicle is used try to get a detailed description of it.</li> <li>Call Public Safety ( 355) for police response.</li> <li>Render first aid if qualified to any injured victims.</li> <li>Remain on the scene until contact is made with a Public Safety Officer.</li> <li>If you are notified of an emergency, cooperate fully with Public Safety and evacuate as requested.</li> </ul>	<p><b>If you are notified serious weather is approaching:</b></p> <ul style="list-style-type: none"> <li>Evacuate classrooms/ offices and move quickly to a supported interior hallway on the lowest level.</li> <li>Stay out of rooms below large roof sections (cafeteria, auditorium)</li> <li>Stay away from windows</li> <li>Sit down preferably under a sturdy desk etc. up against an interior wall.</li> <li>Do not leave the building unless instructed to do so.</li> <li>If outside seek shelter in the closest building or find a ditch or depression for cover.</li> <li>After weather has passed notify Public Safety of your building and groups status.</li> <li>Evacuate building observing hazards of broken glass, unstable equipment, and charged electrical lines.</li> </ul>

## LOSS OF UTILITIES

- If you discover a gas leak:**
- Gas leak or electrical failure cease all classroom operations.
  - If possible, contact Facilities (263) and Public Safety (355)
  - If you are aware of an emergency in your building, activate the building alarm
  - Do not switch light or electrical equipment on or off.
  - Evacuate the area

- Use green card in window if everything is OK
- When given direction by Public Safety personnel, move whole class to an area of safety.
- Turn in attendance sheet to proper authority.
- Obey all commands of the Public Safety personnel; this is a serious and chaotic situation and until the situation is understood and stabilized you may be handcuffed or made to keep your hands in the air.

## EVACUATION MEANS

- Immediately exit the building with your personal belongings, close doors, evacuate in groups (stay with your group), provide assistance for those with physical disabilities and do not use elevators.**
- Leave in a safe orderly manner. Move away from the building at least 500 ft. and out of the way of responding emergency personnel.**
- Do not go back into the building for any reason until the order has been given to return.**



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RESPOND

DO SOMETHING! Students need guidance in a crisis. Take control of the situation; stay calm and SAFE.

ASSESS

Assess the offender's emotional state, actions and weapons. Assess the victim's medical needs. Is the location safe?

ISOLATE

Isolate offenders from victims. Make eye contact and personal references (name, etc.) If necessary, evacuate potential victims from the area.

NOTIFY

Assign someone to go for help. Call for help, using the radio or your voice. Ensure that the police are notified.

## FIRE

- If you discover a fire:**
- Call Public Safety ( 355) before doing anything else.
  - If the fire is small and you have the training and proper extinguisher, attempt to put the fire out.
  - If the fire is beyond your abilities then pull the fire alarm, help anyone out that may need assistance, close any doors on your way out.
  - Evacuate the building per building guidelines.
  - In case of wildfire, follow evacuation guidelines