

# 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.**

\* **R A I N**

<b>RESPOND</b>
DO SOMETHING! Students need guidance in a crisis. Take control of the situation; stay calm and SAFE.
<b>ASSESS</b>
Assess the offender's emotional state, actions and weapons. Assess the victim's medical needs. Is the location safe?
<b>ISOLATE</b>
Isolate offenders from victims. Make eye contact and personal references (name, etc.) If necessary, evacuate potential victims from the area.
<b>NOTIFY</b>
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