Emergency Response Guide

2013-2014

For Questions related to this guide, contact the college Emergency Management Program Coordinator Russ Hewitt at russ.hewitt@doane.edu or (402)826-8295.

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Introduction

Emergencies, accidents and injuries can occur at any time and without warning. Doane College has established procedures for you to follow so that the effects of such situations can be minimized. This guide will acquaint you with basic safety procedures.

Please read it thoroughly BEFORE an emergency occurs, and become familiar with your department’s Emergency Action Plan and procedures. This will enhance your ability of protecting yourself and others in an emergency situation.

1. How to Prepare
   a. What can I do to be better prepared?
      1. Read the following carefully and keep a copy handy.
      2. Cooperate with all practice drills and training programs.
      3. Know your building’s floor plan. Know where the stairs and fire extinguishers are located. Know the locations of alternate exits from your area and become familiar with exits in buildings you routinely visit on campus.
      4. If you work in an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door; in heavy smoke, exit signs may not be invisible. Even in heavy smoke, you can count the number of doors you pass, so you will know when you reach the exit door.
   b. Be prepared for up to 72-hours in case of a serious emergency. Keep on hand such personal items as:
      1. Medications (must be properly safeguarded)
      2. Flashlight and batteries
      3. Books, pack of cards, etc.
      4. Some food items such as nutrition bars
      5. Water in bottles or other containers
      6. Sweater, comfortable shoes
      7. Take advantage of emergency training opportunities provided by Doane

2. Training Contacts:
   a. Doane Safety Office, (402) 826-8669
   b. Doane College Student Leadership, (402) 826-8111
   c. Doane College Human Resources, (402) 826-6773
   d. Facilities Department, (402) 826-8653
Contacting Emergency Assistance

1) Emergency Numbers
   (1) Local Police and Rescue 9-9-1-1 (from a campus telephone) or 9-1-1 from a cellular phone; (Non-Emergency / Doane Safety (402)826-8669)
   (3) Doane College Health Services – (402)826-8265
   (4) Doane College Facilities Services – (402)826-8653 After Hours: (402)826-0060
   (5) Crete Area Medical Center – (402)826-2102
   (6) Lincoln Bryan LGH East Medical Center – (402)489-0200
   (7) Grand Island St. Francis Medical Center – (308)384-4600
   (8) Dialing 9-9-1-1 (from a campus telephone) or 9-1-1 from a cellular phone
   (9) Police – Fire – Medical Dial 9-9-1-1 (from a campus telephone) or 9-1-1 from a cellular phone

2) Reporting an Emergency
   a) When you dial 9-9-1-1 (from a campus telephone) or 9-1-1 from a cellular phone to report an emergency, give the following information:
      (1) Nature of emergency (describe clearly and accurately).
      (2) Number of injured people, and known injuries
      (3) Exact address or building, floor, and area or department.
      (4) Your full name and telephone number from which you are calling.
      (5) Do not hang up as additional information may be needed.
      (6) Designate/Ask someone to meet emergency personnel outside of the building
      (7) When dialing 9-9-1-1 (from a campus telephone) or 9-1-1 from a cellular phone from your cell phone your call will go to another area law enforcement agency. When this occurs tell the dispatcher that you are on the Doane College Campus (Crete, Lincoln, GI). Also, program the Doane Safety Office number (402)826-8669 into your cellular phone.

3) Residence Hall “Blue” Emergency Phones
   a) There are 4 Blue Lighted phones located throughout the Crete campus residence halls (Smith, Frees, Sheldon, Hansen Hall). These phones provide immediate access to the Crete campus Safety Office; follow directions on phone.

4) Doane Safety Office
   a) The Doane Safety Office is located on the Crete campus in the lower level of the Perry Campus Center. The Doane Safety Office oversees safety and security operations for the Crete, Lincoln, and Grand Island campuses. Visit our website at http://www.doane.edu/Students/Campus/Safety/
      (1) Crete/GI: 402-826-8669 24/7 (Academic year only).
      (2) Lincoln: 402-418-1811 or 402-826-8669 (after hours)
      (3) Omaha: (TBD)
I. Medical Emergencies

1. In the event of a serious illness or injury, immediately dial 9-9-1-1 (from a campus telephone) or 9-1-1 from a cellular phone. Provide the following information to the dispatcher: Gender, Approximate age, Nature of injury or illness, any pertinent medical history (if known), and exact location of the victim. Give appropriate first aid if appropriately trained until Emergency Medical Service (EMS) personnel arrive; have someone escort EMS personnel to the scene if possible. Do not move the victim until EMS arrives.
   a. Crete Campus Only: Public Access Automatic External Defibrillators (AED) are located around the Crete campus in a variety of locations.
      1. Communications building- outside of Heckman Auditorium in south hall way
      2. Perry Campus Center- near the green desk outside of the cafeteria
      3. Fuhrer Field House- just inside the training room
      4. Haddix- Main floor, south end near the desk
      5. 2nd floor, south end near the workout area
      6. Sheldon Hall- just inside the main south entrance
      7. Smith Hall- just inside the main east entrance
II. Weather Emergencies

1. Weather emergencies can pose serious threats to college personnel. When severe weather occurs, the administration will determine whether college offices will be closed. Check Doane College’s web page, call the Safety Office (402)826-8669, or listen to local TV and radio news broadcasts for this information.
   a. Follow these recommendations if severe thunderstorms, threatening weather or tornadoes occur during the workday:
      1. If weather conditions appear threatening, listen for an ALERT WARNING through commercial radio, weather radio or local television and the college sirens.
      2. If you are outside, move indoors as soon as possible.
      3. Move to an interior hallway or basement if time allows, or take shelter under a desk or heavy table and cover your head.
      4. Avoid upper floors, large glassed areas and windows.
      5. Stay out of parking areas, gymnasiums, and auditoriums.
      6. Stay away from electrical service panels and appliances, including computers.
      7. Use telephones for emergency calls only.
      8. During the fall and spring, severe weather emergencies, such as tornados, occur more frequently. Listening to a small, battery-operated radio is a good way to stay informed of such conditions.
      10. NOAA alerts available through E2Campus
   b. After a severe storm:
      1. Stay away from downed power lines. Do not handle live electrical equipment in wet areas. Leave an area immediately if you smell gas or vapors from chemicals.
      2. Help injured persons if you can do so without putting yourself at risk of injury. Provide first aid if you are trained. Report injuries by calling 9-9-1-1 (from a campus telephone) or 9-1-1 from a cellular phone. Do not move seriously injured persons unless they are in immediate danger.
      3. Report damage on campus to Facilities (402) 826-8653 or (402)826-0060 after hours. Use extreme caution when entering buildings. Watch for gas leaks, electrical system damage, and sewer and water line damage. Stay out of damaged buildings and return to your building only when authorities say it is safe.
III. Explosion

An explosion is caused by a rapid expansion of gas from chemical reactions of incendiary devices. Signs of an explosion may be a very loud noise or series of noises and vibrations, fire heat or smoke, falling glass or debris, or building damage.

a. If an Explosion occurs:

1. Dial 9-9-1-1 (from a campus telephone) or 9-1-1 from a cellular phone
2. Get out of the building as quickly and calmly as possible.
3. If your building has a fire alarm system, activate as you exit; otherwise, follow the procedures of the building evacuation plan.
4. If you are outside, stay outside. Move quickly to an open area away from buildings, trees, power lines and roadways. If your department has a designated assembly area, move to that location if it is safe to do so.
5. If items are falling off of bookshelves or from the ceiling, get under a sturdy table or desk.
6. If there is a fire, stay low to the floor and exit the building as quickly as possible.
7. If you are trapped in debris, tap on a pipe or wall so that rescuers can hear where you are.
8. Assist others in exiting the building and move to designated evacuation areas. Keep streets and walkways clear for emergency vehicles and crews. Use handrails in stairwells; stay to the right.
9. Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.
10. DO NOT USE ELEVATORS
11. Wait for and follow instructions from emergency personnel.
IV. Evacuation

Determine in advance the nearest exit from your work location and the route you will follow to reach that exit in an emergency. Establish an alternate route to be used in the event your route is blocked or unsafe.

a. DURING EVACUATION: If time and conditions permit, secure your area, and take with you important personal items such as car keys, purse, medication, glasses.

1. Follow instructions from emergency personnel.
2. Check doors for heat before opening. (Do not open door if hot.)
3. WALK — DO NOT RUN. Do not push or crowd.
4. Keep noise to a minimum so you can hear emergency instructions.
5. Use handrails in stairwells; stay to the right.
6. Assist people with disabilities.
7. Move to your assembly point unless otherwise instructed.
8. Move quickly away from the building.
9. Watch for falling glass and other debris.
10. Keep roadways and walkways clear for emergency vehicles.
11. If you have relocated away from the building, DO NOT RETURN until notified that it is safe to do so.

Evacuation of Disabled Persons/Persons with mobility limitations:

a. For pre-planning purposes, students should contact; Student Services at (402)826-8111 or notify your Residence Life director. Employees and faculty should contact Human Resources at (402)826-6773.

b. If immediate evacuation is necessary, be aware of the following considerations:

1. Wheelchairs have movable parts; some are not designed to withstand stress or lifting.
2. Lifting may be dangerous to you or them.
3. In a life-threatening emergency, it may be necessary to remove an individual from the wheelchair. Lifting a person with minimal ability to move may be dangerous.
4. Wheelchairs should not be used to descend stairwells, if at all possible.
5. Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences. Those with electrical respirators should get priority assistance.
6. Always consult with the person in the chair regarding how best to assist.

Visually Impaired Persons:

a. Most visually impaired persons will be familiar with their immediate area. In an emergency situation, describe the nature of the emergency and offer to act as a “sighted guide” – offer your elbow and escort him/her to a safe place. As you walk, describe where you are and advise of any obstacles. When you have reached safety, orient the person as to where you are and ask if any further assistance is needed.

Hearing Impaired Persons:

I. Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. Two methods of warning:

a. Write a note describing the emergency and nearest evacuation route. (“Fire. Go out rear door to the right and down, NOW!”)
b. Turn the light switch off and on to gain attention, and then indicate through gestures what is happening and what to do.
V. **Fire Safety**

a. Prepare in advance:

1. Know the locations of alternate exits from your area. If your work station is located within an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door – in heavy smoke, exit signs may not be visible. Even in heavy smoke, you can count the number of doors you pass, so you will know when you reach the exit door.

b. Fire on your floor:

1. If your building has a fire alarm system, activate as you exit, follow the procedures outlined in your department’s Emergency Action Plan.
2. Move quickly to an open area away from buildings, trees, power lines and roadways. If your department has a designated assembly area, move that location if it is safe to do so.
3. Call 9-9-1-1 (from a campus telephone) or 9-1-1 from a cellular phone and report the location of the fire
4. Use fire extinguisher on small (wastebasket-size) fires ONLY if it is safe to do so.

c. For larger fires, **GET OUT**; close doors as you leave to confine fire as much as possible.

1. If clothing catches fire, STOP…DROP…ROLL.
2. Follow directions of emergency personnel, if present.

d. Fire Extinguisher Instructions:

- **P - PULL** safety pin from handle.
- **A - AIM** (nozzle, cone, and horn) at base of the fire.
- **S - SQUEEZE** the trigger handle.
- **S - SWEEP** from side to side (watch for re-flash).

e. When a fire alarm is activated on your floor:

1. Proceed to the nearest exit.
2. Feel door, top and bottom, for heat (using the back of your hand). Do not open the door if it is hot. If the door is not hot, open slowly. Stand behind the door and to one side; be prepared to close it quickly if fire is present.
3. Exit the building in a calm manner using the stairs – NEVER use elevators. Close stairwell door behind you.
4. Stay low when moving through smoke; walk down to the ground floor and exit.
5. After you have left the building go to your designated assembly area and remain there. If there is no designated assembly point, maintain a safe distance from the building to allow ample room for emergency personnel and equipment to access the building.
6. Do not return to the area until instructed to do so by emergency personnel.
7. If trapped in a room:
8. Retreat. Close as many doors as possible between you and the fire.

9. Seal Cracks around the door to prevent smoke from entering. Call 9-9-1-1 (from a campus telephone) or 9-1-1 from a cellular phone or (402) 826-8669 report your location.
10. Be prepared to signal from window but **DO NOT BREAK THE GLASS** unless absolutely necessary (outside smoke may be drawn in).
11. Open the window a few inches for fresh air and hang a brightly colored cloth or bed sheet out the window to alert the Fire Department to your location. If you have a flashlight, use it to signal at night.

f. If caught in smoke:

1. Drop to hands and knees and crawl or crouch low with head 30 to 36” above floor, watching the base of the wall as you go. Hold your breath as much as possible; breathe shallowly through nose using your blouse or shirt as filter.
2. If forced to advance through flames:
3. Hold your breath. Move quickly, covering head and hair. Keep head down and close eyes as often as possible.
VI. **Hazardous Materials Emergencies**

I. Minor spills of hazardous chemicals that pose little or no threat to the safety and health of personnel can be cleaned by competent departmental personnel by following the warnings and cautions on the container’s label or the material safety data sheet (MSDS). If you need assistance with clean-up of a minor spill, contact Facilities Services by calling (402)826-8653 or the Doane Safety Office at (402) 826-8669.

II. A Hazardous Materials Emergency exists when cleanup of a spill of a hazardous material is beyond the level of knowledge, training or ability of the individuals in the immediate spill area or the spill creates a situation that is immediately dangerous to the life and health of persons in the spill area or facility.

   I. Under these conditions:

      1. Alert people in the immediate area of the spill and evacuate the room.
      2. Define the hazard by closing doors as you leave the room.
      3. Use eyewash or safety showers as needed to rinse spilled chemicals off people.
      4. Evacuate any nearby rooms that may be affected. If the hazard will affect the entire building, evacuate the entire building.
      5. Notify the Doane Safety Office of the chemical, location and size of the spill by calling (402)826-8669. Always call from a safe location.

   II. Report the following information:

      1. Name and telephone number of the caller.
      2. Location of the spill, name and quantity of the chemical.
      3. Extent of injuries, if any.
      4. Environmental concerns, such as the location of storm drains and streams.
      5. For a major spill Call 9-9-1-1 (from a campus telephone) or 9-1-1 from a cellular phone.

III. Procedures for laboratory personnel to handle chemical, biological or radiological spills are provided in laboratory safety plans. Trained laboratory personnel are authorized to determine appropriate emergency responses for their areas.

VII. **Chemical and Solvent Spills**

   a. If immediate hazard exists or medical assistance is required, call 9-9-1-1 (from a campus telephone) or 9-1-1 from a cellular phone.

   b. For small spills / those not involving immediate danger to life or property:

      1. Confine the spill.
      2. Evacuate and secure the immediate area; limit access to authorized personnel.
      3. Notify area supervisor.

   c. Any spill that could POTENTIALLY cause injury to a person or property must be reported to the Doane Safety Office at (402)826-8669.

VIII. **Toxic Fumes Release**

   1. If you smell gas or other toxic fumes or experience irritation, coughing, burning eyes, and/or difficulty breathing, evacuate the area immediately.
2. If you smell gas in a dark room, do not turn on lights; this action could ignite gas. Do not touch, activate, or de-activate any power switches, fire alarms, lights, etc.
3. Evacuate immediately and notify Public Safety. Do not re-enter the area until advised to do so by emergency personnel.
4. Call 9-9-1-1 (from a campus telephone) or 9-1-1 from a cellular phone

**IX. Radioactive Leak /Spill**

a. In the event of a radioactive spill / leak

1. Move away from the area
2. Limit the spread of the spill (*If appropriate, Your first priority is your own safety*).
3. Notify others in the area that a spill has occurred. There is no need to evacuate the area.
4. Call the Safety Office at (402)826-8669 or Facilities Department (402)826-8653.

b. If skin contamination has occurred:

1. Go to the nearest sink and wash the affected area with tepid water.
2. Call Health Services at (402)826-8265.

**X. Biological Release/Spill**

a. In the event of a biological release / spill:

1. Decontaminate the spill with appropriate disinfectant and personal protection.
2. For a large spill or release of highly infectious materials, notify everyone in the area, secure the area, then call the Safety Office immediately (402)826-8669.
3. If a blood borne pathogen exposure or needle stick injury has occurred: Go to the nearest sink and wash affected area with warm water and soap.
4. Call the Safety Office immediately (402)826-8669 and seek medical attention immediately.
XI. **Power Outage**

a. Notify FACILITIES at (402) 826-8653 during regular business hours (between 8 a.m. and 5:00 p.m.). After hours: (402)826-0060 and the Safety Office at (402)826-8669. Then take the following steps if appropriate.

1. Wait a few minutes for emergency power to come on to provide emergency lighting.
2. Take actions to preserve human and animal safety and health. Take actions to preserve research.
3. Keep essential research refrigerators and freezers closed throughout the outage to help keep them cold.
4. If evacuation of the building is required, assist any disabled persons and exit by stairway. **DO NOT USE ELEVATORS.**
5. Laboratory personnel should secure experiments or activities that may present a danger when electrical power is off or when it is unexpectedly restored. Notify the lab supervisor immediately. If conditions are hazardous, notify the Safety Office immediately at (402)826-8669. If a laboratory fume hood is non-operational, cap all open containers and close the sash.
6. Unplug all nonessential electrical equipment, televisions, computers, and audiovisuals; turn off light switches unless needed. When power returns, a surge may blow out light bulbs and other equipment if left on.
7. Contact FACILITIES SERVICES at (402)826-8653 for information regarding scope and expected duration of outage.

b. If people are trapped in an elevator:

1. Tell passengers to remain calm and that you will get help.
2. Call the Safety Office at (402)826-8669.
3. Talk to passengers until emergency personnel arrive.
XII. **Physical Threat or Assault / Campus violence**

a. If you are witness to violent acts or behavior, immediately move away from the incident, and then dial 9-9-1-1 (from a campus telephone) or 9-1-1 from a cellular phone. If you hear about an incident on campus, please stay away from that area.

XIII. **Campus Violence**

a. We cannot predict the origin of the next threat; assailants in incidents across the nation have been students, employees, and visitors. In many cases there were no obvious specific targets and the victims were unaware that they were a target until attacked. Being aware of your surroundings, taking common sense precautions, and heeding any warning information can help protect you and other members of the community.

b. Violent incidents such as an act of terrorism, an active shooter(s), assaults, or other forms of campus violence can occur on or proximate to the College with little or no warning. If you are witness to violent acts or behavior, immediately move away from the incident, and then dial 9-9-1-1 (from a campus telephone) or 9-1-1 from a cellular phone to summon the Safety Office. If you hear about an incident on campus, please stay away from that area.

c. If one or more of the following situations or activities is present in your workplace, then there is a potential higher risk of violence:

1. Working alone at night and during early morning hours.
2. Exchange of money.
3. Availability of valued items such as money and jewelry.
4. Availability of prescription drugs.
5. Working with patients, clients, customers or students known or suspected to have a history of violence.
6. Employees or former employees with a history of assaults or who exhibit belligerent, intimidating or threatening behavior.
7. Employees who have been the object of belligerent, intimidating or threatening behavior from family members or significant others.

1. If campus violence occurs:

1. Report the incident to the police as soon as you can if they haven’t already been contacted.
2. Secure the area where the disturbance occurred. The area may be considered to be a crime scene, so leave everything untouched until the police arrive.
3. Call for medical assistance if necessary. Call 9-9-1-1 (from a campus telephone) or 9-1-1 from a cellular phone
4. If classes and business must continue, shift personnel as needed to cover essential functions.
5. Be supportive. The victim(s), witnesses and other employees may need access to critical incident debriefing or counseling. Contact Human Resources for guidance or assistance as needed.
XIV. **Suspicious Person**

a. If you witness a person acting in an odd or unusual manner or if a person or situation makes you feel uneasy, trust your instincts and report it.

1. Do not physically confront the person
2. Do not let anyone into a locked building/office
3. Do not block the person’s access to an exit
4. Call 9-9-1-1 (from a campus telephone) or 9-1-1 from a cellular phone. Provide as much information as possible about the person and his or her direction of travel.

XV. **Active Shooter or Assailant**

a. An active shooter is considered to be a suspect or assailant whose activity is immediately causing serious injury or death. The incident can involve a single shooter or multiple shooters. It can be a close encounter or from a distance. It can be targeted at a student, faculty/staff or random victims. It might involve just one room or multiple locations. No two situations are alike. Shooting can occur anytime, anyplace, to anyone.

b. What to Do:

1. Try to remain calm as your actions will influence others. Have a survival mindset because the consequences are potentially catastrophic. You need to take immediate responsibility for your personal safety and security.

c. Immediate Actions:

1. Run away from the threat if you can, as fast as you can.
2. If you cannot flee, lock and barricade doors. If no lock, barricade door with furniture.
3. Take adequate cover/protection behind solid objects away from the door as much as possible, i.e. concrete walls, thick desks, filing cabinets, etc.
4. If the assailant enters your room and leaves, lock or barricade the door behind them.
5. If safe to do so, allow others to seek refuge with you.

d. Protective Actions

1. Close blinds.
2. Turn off lights.
3. Cover windows.
4. Turn off computer monitors, radios,
5. Silence cell phones (after calling police department at 9-9-1-1 (from a campus telephone) or 9-1-1 from a cellular phone).
6. Place signs, if safe to do so, in exterior windows to identify your location and the location of those injured.

e. Unsecured Areas

1. If you find yourself in an open area, immediately seek protection.
2. Put a barrier between you and the assailant.
3. Consider trying to escape, if you know the location of the assailant and there appears to be an escape route immediately available.
4. If in doubt, find the safest area available and secure it the best way that you can.
5. If the shooter confronts you and you cannot flee, you can hide; you may choose to play dead, if other victims are around you. Your last option may be to fight back. This is dangerous, but depending on your situation, this could be your last option.

6. Reporting the Incident, CALL 9-9-1-1 (from a campus telephone) or 9-1-1 from a cellular phone.

7. When calling 9-9-1-1 (from a campus telephone) or 9-1-1 from a cellular phone you may hear multiple rings, stay on the line until it is answered, do not hang up.

8. Be prepared to provide as much information as possible including:
   
   a. What is happening
   b. Location, including building name and room number.
   c. Number of people at location and if there are any injured
   d. Name and other information requested.
   e. You will be asked questions about the incident, try to note as much as possible including:
      
      1. Specific location and direction of the assailant
      2. Number of assailants
      3. Gender, race and age of the assailant
      4. Language or commands used?
      5. Physical features, i.e., height, weight, facial hair, clothing color and style, glasses?
      6. Type of weapon, i.e., handgun, rifle, explosives
      7. Description of any backpack or bag
      8. Do you recognize the assailant? Do you know their name?
      9. What exactly did you hear, explosions, gunshots, etc.

   f. Un-Securing the Area
      
      a. The assailant may not stop until his objectives have been met or until engaged or neutralized by law enforcement.
      b. Always consider the risk exposure by opening the door for any reason.
      c. Attempts to rescue people only should be made if it can be done without further endangering either yourself or the persons inside of the secured area.
      d. Be aware that the assailant may bang on the door, yell for help, or otherwise attempt to entice you to open the door of a secured area.
      e. If there is any doubt about the safety of the individuals inside the room, the area needs to remain secured.

   g. Law Enforcement Response
      
      1. Police will immediately respond to the area, assisted by other local law enforcement agencies, if necessary. Remember Help is on the way.
      2. It is important for you to:
         
         a. Remain inside the secure area.
         b. Law enforcement will locate, contain, and stop the assailant.
         c. The safest place for you to be is in a secure room.
         d. The assailant may not flee when law enforcement enters the building.
      
      3. Injured Persons. Initial responding officers will not treat the injured or begin evacuation until the threat is neutralized and the area is secure.
         
         a. You may need to explain this to others to calm them.
         b. Once the threat is neutralized, Police and Emergency Medical Services will begin treatment and evacuation.
4. Evacuation. Responding officer will establish safe corridors for persons to evacuate:
   
a. This may be time consuming.
b. Remain in secure areas until instructed otherwise.
c. You may be instructed to keep your hands on your head.
d. You may be searched.
e. You may be escorted out of the building by law enforcement personnel.
f. After evacuation you may be taken to a triage or holding area for medical care.
g. Once you have been evacuated you will not be permitted to retrieve items or access the area until law enforcement releases the crime scene.
XVI. Bomb Threat

a. Bomb threats are usually received by telephone, sometimes by note or letter. Most bomb threats are made by callers who want simply to create an atmosphere of anxiety and panic--but all calls must be taken seriously. If you receive a threat of any kind, immediately call 9-9-1-1 (from a campus telephone) or 9-1-1 from a cellular phone.

a. If possible, get a coworker to do this while you continue talking with the caller:
   i. Permit the caller to say as much as possible without interruption. Then, ask a lot of questions:
      1. Where is the bomb?
      2. When is the bomb going to go off?
      3. What kind of bomb is it?
      4. What does the bomb look like?
      5. What will cause the bomb to go off?

b. Take notes on everything said and on your observations about background noise, voice characteristics, caller’s emotional state, etc. Use the Bomb Threat Check List below. Write down the callers exact words.

   i. Also record the following information:

      1. Exact time the call is received.
      2. Information about caller including:
         a. Sex - Age - Accent
         b. Education - Location of caller - Background noises
         c. Caller’s attitude - Speech impediments or traits

1. The Safety Office or designated college official will advise you if evacuation is necessary. Follow instructions given by the Safety Office. If there is a threat, and you see a foreign object, DO NOT TOUCH IT. Immediately call 9-9-1-1 (from a campus telephone) or 9-1-1 from a cellular phone to report any unusual objects or if an explosion occurs.
A. Bomb Threat Check List

1. Remain Calm and try to hold the caller on the phone as long as possible
2. Date: _______ Time Call Received: _________ am/pm Time Terminated: _________ am/pm
3. Number where call was received: _______________ Who Received the Call: _______________
4. Exact Wording of the Threat: _______________________________________________________
5. Gender of Caller: Male \ Female Age of Caller: _____ Race: _______
6. Is the voice familiar, who does it sound like? ______________________________
7. When possible ask caller the following questions:
   a. When is the bomb going to explode?
   b. Where is the bomb right now? What does it look like?
   c. What kind of bomb is it? What will cause it to explode?
   d. Is there a special way to identify the bomb?
   e. Did you place the bomb?
      i. Why? What is your address?
   f. What is your Name?
8. Caller’s Voice: (Circle how the caller sounds)
   a. Calm Angry Excited Slow Soft Loud Laughter Crying
   b. Normal Distinct Slurred Nasal Stutter Lisp Fast Familiar
   c. Ragged/Raspy Clearing throat
   d. Deep
   e. Breathing
   f. Cracked
   g. Voice
   h. Disguised Accent Deep Other
   i. Threat Language: (Circle type of language used)
   j. Well Spoken Foul
   k. Language
   l. Irrational Taped
9. Remarks:
10. Background Sounds: (Circle sounds that you hear)
    a. Street Noise Animal
    b. Noises
    c. Clear Voices Music House
    d. Noises
    e. Motor Office
    f. Machinery
    g. Factory
    h. Machinery
    i. Static: PA System Local
    j. Other: _______________________________
XVII. Written Threat

a. If a written threat of an explosive device or other danger is received, contact the police department immediately by calling 9-9-1-1 (from a campus telephone) or 9-1-1 from a cellular phone. The threat should never be ignored. Save all materials, including any envelope or container. Once the message is recognized as a threat, unnecessary handling should be avoided. Every effort must be made to preserve evidence, such as fingerprints, handwriting or typewriting, paper, and postal marks, which are essential to tracing the threat and identifying the author.
XVIII. **Suspicious Package Procedure**

a. If you receive or observe a suspicious letter or package that is unexpected or unknown having the following characteristics:

1. Excessive postage.
2. Misspellings of common words.
3. Excessive weight.
4. Rigid envelope.
5. Foreign mail, airmail or special delivery.
6. Hand written or poorly typed address.
7. Restrictive markings such as confidential, personal, etc.
8. Excessive securing - material such as masking tape, string, etc.
9. Incorrect titles.
10. Oily stains or discoloration.
12. Lopsided or uneven.
13. Titles but no names.
14. No return address.
15. Protruding wires or tinfoil.

b. From a safe location notify the police department immediately by calling 9-9-1-1 (from a campus telephone) or 9-1-1 from a cellular phone.

1. Move people away from the package.
2. DO NOT move or open the package.
3. DO NOT investigate too closely.
4. DO NOT cover, insulate or place the package into a cabinet or drawer.
XIX. **Warning Siren**

a. The City Warning System will sound like an ultra-loud, deeper-sounding weather, police or rescue-squad siren. The siren tones are not intended to penetrate into building interiors. Tests of the City Warning Siren are conducted each week and are publicized through regular news outlets.

b. In a real emergency, if you hear sirens, remember to "Shelter, Shut, Stay and Seek."

   1. Seek Shelter immediately.
   2. Shut all doors and windows.
   3. Stay away from exterior windows.
   4. Seek more information

c. More information can be obtained from campus-wide e-mail, e2 Campus Alerts and Information broadcast on public media outlets.
XX. **Emergency Notification**

a. The college will use a variety of means to notify the college community of an emergency or serious weather condition including email to your college account, digital signage and e2 Campus Alerts.

b. The Safety Office uses several channels to reach students, faculty, and staff including:

1. Text messages (SMS) to mobile devices from e2 Campus Alerts
2. Campus-wide emails and digital signage
3. Most importantly, during an emergency, Share the information with others.