

Clarkson College

Emergency Preparedness Guide

Security is everyone's responsibility

FOR: Faculty, Staff Members and Students

April 2026

Table of Contents

Introduction	1
Important Phone Numbers	1
Disruptive or Violent Behavior	2
Threats/Workplace Violence	2
Armed Intruder (Shooter on Campus)	3
Severe Weather Safety Plan	4
Severe Weather Evacuation Plan	4
Fire Evacuation Plan	5
Earthquake	6
Explosion	6
Handling of Suspicious Packages or Envelopes.....	7
Bomb Threat	7
Threatening Phone Call/Bomb Threat Checklist.....	7
First Aid Kit & AED Locations	8
Emergency Notification Avenues	8
Emergency Blue Light Locations	8
Direct Communication to UNMC Security	9
Reporting Emergencies	9
Medical Emergency Flow Chart	10

Introduction

This manual is designed to guide you during emergencies such as fire, disaster, bomb threats and/or medical emergencies.

Important Phone Numbers

NEBRASKA MEDICINE	EXTENSION
Emergencies	402-559-5555
Fire	402-559-5555
UNMC Public Safety Dispatch	402-559-5111
UNMC Public Safety Office	402-559-4439
Safety Information	402-559-7315
Gas Odors/Leaks	402-559-5555
Medical Emergencies	402-559-5555
Employee Health	402-552-3563
Emergency Room	402-559-6637

CLARKSON COLLEGE	EXTENSION
Clarkson College Counselor	402-552-2695
College Main Line	402-552-3100
President's Office	402-552-2586
Vice President of Enrollment and Retention	402-552-6295
Vice President of Academic Affairs	402-552-2776
Vice President of Community Programming and Innovation	402-552-6123
Vice President of Administrative Services	402-552-2587
Vice President of College Finance	402-552-6119
Director of Marketing and Public Relations	TBD
Director of Human Resources	402-552-6298
Director of IT	402-552-2542

Disruptive or Violent Behavior

Any incident in which a person or persons are in danger of injuring themselves or others, either intentionally or unintentionally.

- › Call for assistance in the immediate area.
- › Dial 9-5111 and give the exact location and situation.
- › Speak calmly.
- › Do not challenge the individual.
- › Stay out of their reach.
- › Be aware of your environment at all times. Keep the area clear of items that can be used as weapons.
- › When Public Safety arrives, give a brief summary of the event.

Threats/Workplace Violence

Safety Tips

Workplace violence has emerged as an important safety and health issue in today's workplace. Threats and incidents of workplace violence must be reported to Public Safety at **559-5111**. See the Threat Checklist on page 7 to help document key elements of the threat.

Watch for signs that may be associated with impending violence

- › Verbally expressed anger, frustration or threats.
- › Body language such as a threatening gesture.
- › Signs of alcohol and drug abuse.
- › Presence of a weapon.

Maintain behavior that helps ease anger

- › Present a calm, caring attitude, speak quietly and do not give orders.
- › Acknowledge the person's feelings: "I know you are frustrated."
- › Avoid behavior that may be interpreted as aggressive, i.e., moving rapidly, getting too close or speaking loudly.

Be alert

- › Evaluate every situation for potential violence when you enter a room or begin to relate to another person.
- › Be vigilant throughout the encounter.
- › Do not isolate yourself with potentially violent persons.
- › Keep an open path for exiting.
- › Do not let the potentially violent person stand between you and the door.
- › Avoid sitting at a desk with your back to the door.
- › Report suspicious people to Public Safety at **559-5111**.

Armed Intruder (Shooter on Campus)

Profile & Characteristics of an Armed Intruder

An armed intruder is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

- › Victims are selected at random.
- › The event is unpredictable and evolves quickly.
- › Law enforcement is generally required to end the event.

What to do if an Armed Intruder is Announced in Your Vicinity

Run

- › Have an escape route and plan in mind.
- › Leave your belongings behind (except for your cell phone).
- › Keep your hands visible.

Hide

- › Try to hide out of the shooter's view.
- › Block entry to your hiding place, turn off lights and lock the doors.
- › Silence your cell phones and/or pagers.

Fight

- › As a last resort and only when your life is in imminent danger!
- › Make a plan with others in the room about what you will do if the shooter enters.
- › Attempt to incapacitate the armed intruder and do whatever is necessary to survive the situation.

When Law Enforcement Arrives

- › The priority of the first responders will be to identify the shooter. Law enforcement will need to ensure that you are not the shooter.
- › Do not scream, yell, point or wave your arms.
- › Do not hold anything in your hands that could be mistaken for a weapon (including cell phones).
- › Be quiet, cooperate and follow directions.
- › Show the officers your empty hands and follow their instructions.
- › When it is safe to do so, you will be given instructions as to how to safely exit your location.

If You're Outside when a Shooting Occurs

- › Drop to the ground immediately, face down as flat as possible. If within 15 to 20 feet of a safe place or cover, duck and run to it.
- › Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof.
- › When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head in an effort to see what may be happening.
- › Wait and listen for directions from law enforcement personnel.

Educate Yourself in a Shooter Situation

Armed Intruder Training Video: <https://www.youtube.com/watch?v=5VcSwejU2D0>

Other videos on the subject can be found on the UNMC intranet Campus Security training video page: <http://info.unmc.edu/safety/campus-security/tips-training/training-videos.html>

Severe Weather Safety Plan

Definitions

- › Severe Thunderstorm Watch: Issued when conditions are right for severe thunderstorms. Be alert for changing conditions.
- › Severe Thunderstorm Warning: Issued by the National Weather Service when storms with strong winds, rain and hail are expected in the area. A severe thunderstorm warning may last for up to one hour.
- › Tornado Watch: Issued when weather conditions exist that could produce a tornado. A tornado watch may last for several hours.
- › Tornado Warning: Issued when a tornado has actually been sighted and is threatening the community. At this time, the outdoor warnings sirens are sounded, and the emergency messages are broadcast by the media. A tornado warning usually lasts for 30 minutes or less.
- › Straight-line Winds: The outdoor warning sirens will be activated when straight-line winds in excess of 80 mph are expected.

Severe Weather Evacuation Plan

Communication

- › An announcement over the PA system.
- › An alert via the College notification system will be sent out.
- › Designated floor leaders will direct everyone to their designated shelter and verify everyone is off the floor.

Exit Plan

Do not use the elevators. Use the stairwell marked “**Tornado Exit**.”

Main Building

- › Floors 1, 3 & 5: Exit through the **north** stairwell adjacent to the men’s restroom.
EXCEPTION: On the first floor restroom, **north** is the women’s restroom.
- › Floors 2, 4 & 6: Exit through the **south** stairwell adjacent to the women’s restroom.
- › In the south building, you may also exit through the south-facing doors within the Welcome Center and exit into Lot 10.

Student Center

- › Use the stairs. Go immediately to the Tornado Shelter on the first floor of the Residence Hall.
- › The hallway on the first floor.
- › An alternate shelter is in the Landing Marketplace (1st floor).

Residence Hall

- › Use the stairs. Go immediately to the Tornado Shelter on the first floor of the Residence Hall.
- › The hallway on the first floor.
- › An alternate shelter is in the Landing/Marketplace (1st floor).

Clarkson Commons and Education Center

- › Use the south stairwell and take the stairs to the lower stairwell.

Additional Responsibilities

- › Do not delay in going to the shelter.
- › Have a tornado buddy. Make sure your buddy evacuates with you.
- › Avoid glassed in areas.
- › Remain in the shelter until notified by a designated person of the College.
- › Limit all use of cell phones so that emergency notifications can be made promptly.

Fire Evacuation Plan

When the fire alarm goes off, you must evacuate the building. Close—do not lock—your door.

- › If you see smoke/flames, pull the fire alarm as you exit. If smoke is present, keep low to the floor.
- › During evacuation, exit the building using the nearest safe exit. Do not use the elevator.
- › Once outside, move away from the building into Student Parking lot 11 (directly south of Residence Hall).
- › Follow the directions of the floor leaders.

Exit Plan

Do not use the elevators. Use the stairwell marked “**Fire Exit.**”

Main Building

Use the stairs and go immediately outside to Student Parking Lot 11.

- › Lower Level: Exit through the south stairwell to the first floor.
- › Floor 1: Exit through the main doors.
- › Floors 2, 4 & 6: Exit through the **north** stairwell adjacent to the men’s restroom. Floor 2 can also exit through the two south building emergency exit doors that lead to the Courtyard and are marked “Emergency Exit.”
- › Floors 3 & 5: Exit through the **south** stairwell adjacent to the women’s restroom.

Student Center & Residence Hall

Use the stairs and go immediately outside to Student Parking Lot 11.

Clarkson Commons and Education Center

- › Floor 1: Exit through either Douglas Street exit or Lot 9 Parking Lot exit to Lot 8 Parking Lot.
- › Floor 2: Exit through the 42nd Street exit to 42nd Street and down to Lot 8 Parking Lot.

Fire Safety: What to do

If you smell something burning but see no smoke:

- › Call Public Safety Dispatch at 9-5111 immediately.
- › Activate the building fire alarm system if necessary.

Smoke or fire sighted

- › **R – Rescue**: Rescue those in immediate danger
- › **A – Alarm**: Activate the fire pull station and call 9-5555 and give exact location of the fire
- › **C – Contain**: Contain the fire by closing all doors and windows
- › **E – Extinguish or Evacuate**: Extinguish only if you can do so safely and quickly

Do not re-enter the building until permission has been given by designated person of the College or the Fire Department.

Self-Protective Measures

- › If your clothes catch on fire, stop—drop—and roll.
- › If you are caught in smoke, drop to your hands and knees and crawl below the smoke level.
- › If you are trapped in a room, place a cloth (wet if possible) under the door to prevent smoke from entering.
- › Retreat and close as many doors as possible between you and the fire.
- › Signal for help.

Preventative Measures

- › Learn at least two escape routes and emergency exits from your area.
- › Never use an elevator as part of your escape route.
- › Learn to activate the fire alarm and the extinguishers in your area.
- › Learn to recognize fire alarms and signals.

Earthquake

If a tremor strikes when you are inside:

- › Stay inside. Beware of falling debris. Stay away from windows and mirrors.
- › Crawl under a sturdy table or desk, sit or stand against an inside wall away from windows, or stand in a strong inside doorway.

After the tremor is over:

- › Check for injured people. Do not move seriously injured people unless they are in immediate danger.
- › If you think the building has been damaged, evacuate. Aftershocks can level severely damaged buildings.
- › Do not use the telephones except to report an emergency. Dial **559-5555** to report emergencies. Be sure to give your name, building and room number, and telephone ext.
- › Do not use plumbing or anything electrical (including elevators) until after the utility and electrical lines have been checked.
- › Open doors carefully, watching for objects that may fall.
- › Do not use matches or lighters. Watch for fires that may have started.
- › Be prepared for additional aftershocks.

Facilities management will inspect all damage from the earthquake and determine priority of repair work needed. If necessary, the disaster plan will be activated.

Explosion

If you're in another area, wait for specific instructions.

If explosion is in your area:

- › Remove others from immediate danger area.
- › Activate fire alarm system and call **559-5555**.
- › Prepare for further evacuation, if necessary.
- › Use telephones for emergencies only.

Handling of Suspicious Packages or Envelopes

If a package or envelope appears suspicious, **DO NOT OPEN IT!**

- › Do not carry the package or envelope, show it to others or allow others to examine it.
- › Put the package or envelope down on a stable surface; do not sniff, touch, taste or look closely at it or at any contents that may have spilled.
- › Alert others in the area about the suspicious package or envelope. Leave the area, close any doors and take action to prevent others from entering the area. If possible, shut off the ventilation system.

Notify Public Safety at extension **559-5111** and your supervisor. If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized and a list of persons who also may have handled this package or letter. Give this list to security and local law enforcement officials.

Bomb Threat

If you receive a telephone bomb threat:

- › **Do not hang up** and leave your phone off the hook when the call is over so the call can be traced.
- › Remain calm.
- › Try to prolong the conversation.
- › Use the bomb threat checklist (on next page).
- › **Using a different phone, call ext. 559-5555** to report any threatening phone calls.

Threatening Phone Call/Bomb Threat Checklist

The following is a checklist to be utilized by the person receiving a call which threatens their safety or security. **Leave your phone off the hook and do not hang up when the call is over. The call can be traced if you don't disconnect.**

Checklist

Complete all possible items immediately following the incident.

Caller's Name _____

Caller's Address _____

Sex ☐ Male ☐ Female Age ☐ Adult ☐ Child

Bomb Facts

Ask the caller the following questions:

When will it go off? _____

Building? _____

Exact location? _____

Why are you doing this? _____

Call Characteristics

Call ☐ Local ☐ Long Distance ☐ Unknown

Nature of the threat _____

Caller Voice Characteristics

Tone ☐ Loud ☐ Soft ☐ High Pitch ☐ Low Pitch

Speech ☐ Fast ☐ Slow ☐ Distorted ☐ Cursing ☐ Slurred ☐ Lisp ☐ Nasal ☐ Raspy
☐ Pleasant Manner ☐ Poor

Language ☐ Excellent ☐ Good ☐ Fair ☐ Poor

Accent ☐ Local ☐ Not Local ☐ Other

Manner ☐ Poor Grammar ☐ Well-spoken ☐ Taped ☐ Message Read ☐ Laughing
☐ Emotional ☐ Irrational ☐ Deliberate ☐ Rational

Background ☐ Office ☐ Factory Machines ☐ Bedlam/Commotion ☐ Animals ☐ Quiet
Noise ☐ Street Traffic ☐ Airplanes ☐ Trains ☐ Voices ☐ Music ☐ Radio ☐ Party

First Aid Kit & AED Locations

First Aid Kits are located in the south hallway by the family restroom on the first floor and in the elevator lobby on the third floor of the main College building.

Automatic External Defibrillators (AEDs) are located on campus. One is on the second floor of the Student Center just outside Howard Hall. The second is located in the elevator lobby on the second floor of the main College building. The third is located in the Residence Hall main lobby. The fourth is located in the Commons Building on the second floor outside of the elevators.

Emergency Procedures

Emergency Notification Avenues

Clarkson College uses several avenues to communicate to the College community of a crisis situation.

- › Alert Notification System: A mass communication system that will notify you via phone calls, texts and emails.
- › Public Address (PA) System: The main building of Clarkson College is equipped with a PA system that will notify individuals in the building of any crisis and/or emergency situation.
- › College or Student All email: An email will be sent to the entire College community.
- › Website & Social Media: An announcement may be made on the Clarkson College website and social media accounts (Facebook, Twitter, etc.).

Emergency Blue Light

Emergency Blue Lights are available in the RAVE/E2 Campus Alert app. This service requires participants to sign up for the service via Google Play or Apple app store.

Direct Communication to UNMC Security

To communicate directly with UNMC Public Safety Dispatch, use the buzzer located outside the main building's lobby doors or the phone in the Community Lounge.

Reporting Emergencies

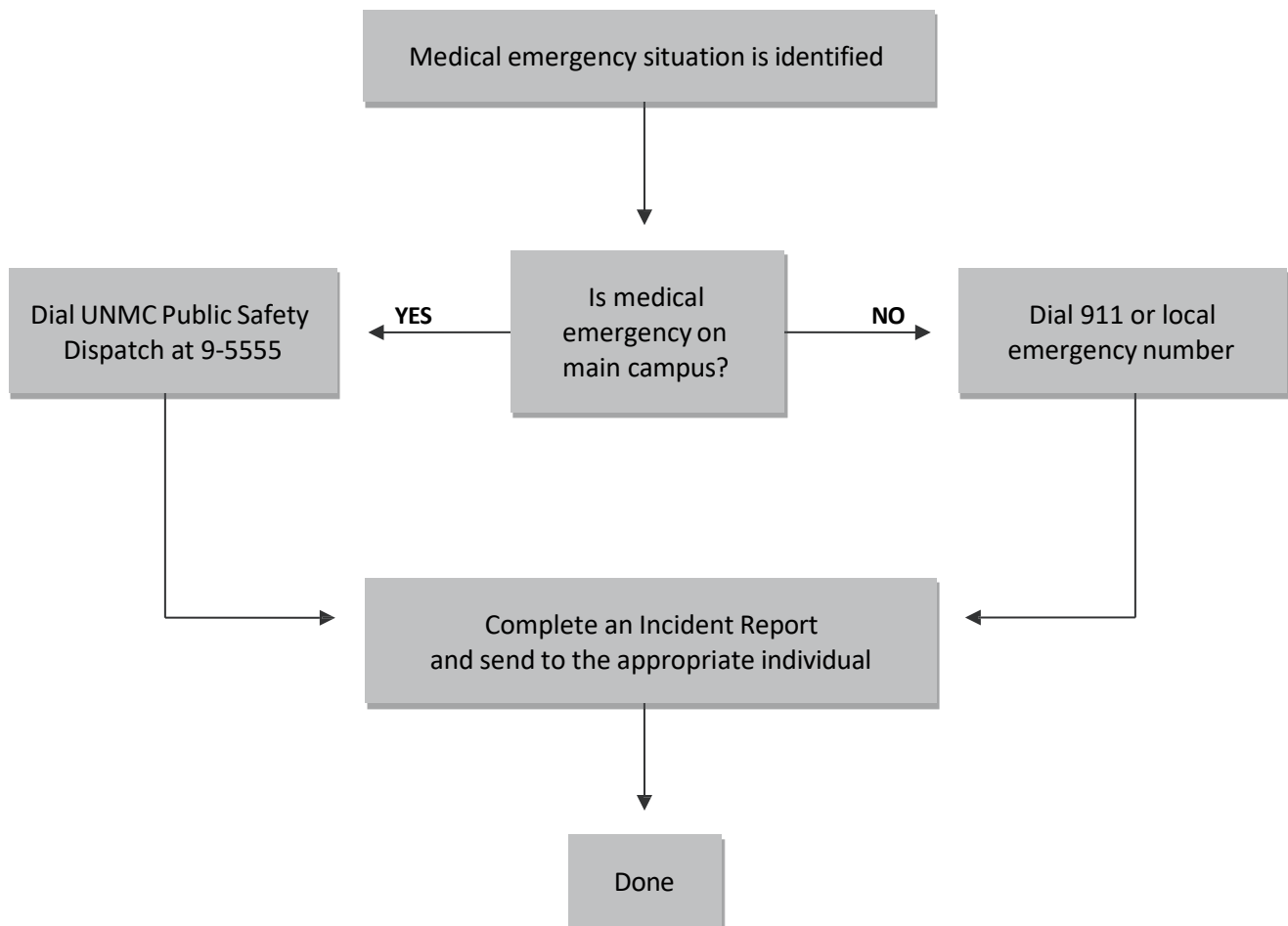
Internal emergency can be activated by students and staff by dialing:

- › On campus: Dial 559-5555 if on campus or 402-559-5555 if dialing via cell phone.
- › Areas off the main campus: Dial 911 to reach local police and fire department dispatch.
- › Areas located on other campuses: Follow emergency procedures for host campus.

Reporting Clarkson College medical incidents:

- › Employee Injury/Accident: Contact the Human Resources department at 552-3069 or 552-3395.
- › Student Injury/Accident: Contact the Facilities department at facilities@clarksoncollege.edu

Medical Emergency Flow Chart



Additional Medical Flow Chart Information

“Campus” includes all UNMC and Nebraska Medicine buildings and properties inside or along the following basic boundaries:

- › 38th Avenue on the east
- › Saddlecreek on the west
- › Leavenworth on the south
- › Dodge Street on the north

When calling during medical emergencies, make sure you describe what happened (if known) and the condition of the person needing assistance (whether they are able to walk, if they are alert/unconscious, etc.). This will help to get the proper level of response.