

Clarkson College

# Emergency Preparedness Guide

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**Security is everyone's responsibility**

**FOR:** Faculty, Staff & Students  
November 2017

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## Introduction

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

## Important Phone Numbers

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<b>NEBRASKA MEDICINE</b>	<b>EXTENSION</b>
Emergencies	9-5555
Fire	9-5555
Security Dispatch	9-5111
Security Business Office	9-4439
Safety Information	9-7315
Gas Odors/Leaks	9-5555
Medical Emergencies	9-5555
Employee Health	2-3563
Emergency Room	9-6637
Clarkson Family Medicine	2-3222

<b>CLARKSON COLLEGE</b>	<b>EXTENSION</b>
Clarkson College Counselor	2-2695
Weather Line	2-6110
College Switchboard	2-3100
President's Office	2-2586
Vice President of Operations	2-6109
Vice President of Academic Affairs	2-3373
Director of Human Resources	2-3395
Director of Facilities	2-3045
Director of Marketing	2-6114
Director of IT	2-6108

## Disruptive or Violent Behavior

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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 Security arrives, give a brief summary of event.

## Threats/Workplace Violence

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### 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 Security at **9-5111**. 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 Security at **9-5111**.

## Armed Intruder (Shooter on Campus)

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### 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

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### 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 Thunderstorm Warning & Tornado Watch or Warning Evacuation Plan

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### 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 of 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.

#### 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 Bookstore shelter.

#### 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 Bookstore shelter.

### 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

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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.
- › 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.

### Fire Safety: What to do

If you smell something burning but see no smoke:

- › Call Security 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

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### 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 **9-5555** 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

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### 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 **9-5555**.
- › Prepare for further evacuation, if necessary.
- › Use telephones for emergencies only.

## Handling of Suspicious Packages or Envelopes

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### 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 Security at extension **9-5111** 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

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### 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. 9-5555** to report any threatening phone calls.

## Threatening Phone Call/Bomb Threat Checklist

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

## First Aid Kit & AED Locations

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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 of Howard Hall. The second is located in the elevator lobby on the second floor of the main College building.

## Emergency Procedures

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### 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 Locations

Emergency Blue Lights are available in three locations within immediate vicinity of Clarkson College.

- › In the courtyard by the Daycare
- › Student parking lot 12 (behind Bruegger's Bagels)
- › Student parking lot 51 (directly south of the Residence Hall)

Throughout the Nebraska Medicine campus, there are 27 total Emergency Blue Lights. They can be seen on 9 foot poles with the word "EMERGENCY" printed in large lettering on them. They have a direct line to Security Dispatch. Employees and students are encouraged to use the Blue Lights for any emergency.

### Direct Communication to UNMC Security

To communicate directly with UNMC Security Dispatch, use the buzzer located outside of 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:

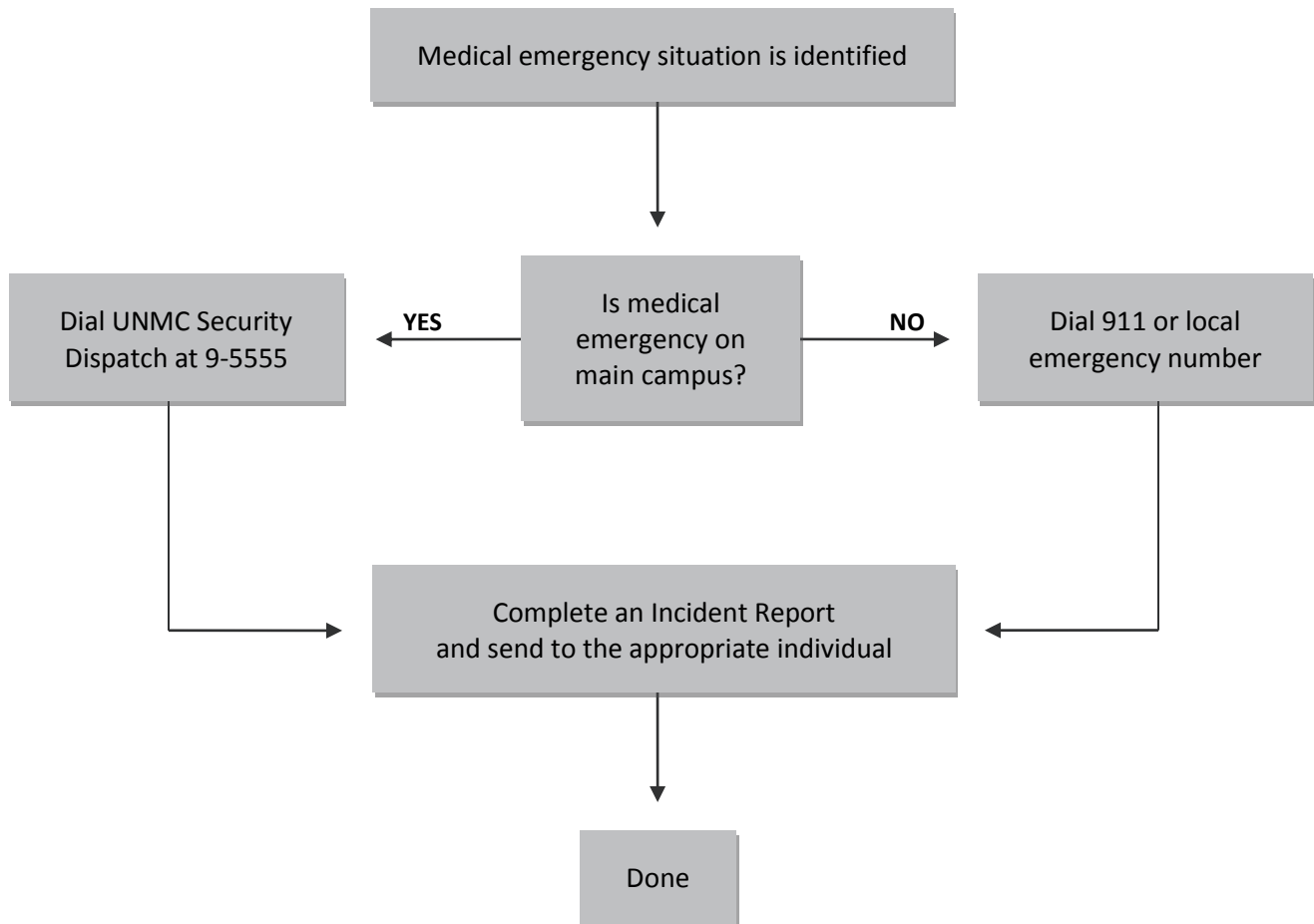
- › On campus: Dial 9-5555 if on campus or 402-559-5555 if dialing via cell phone.
- › Areas off the main campus: Dial 911 to reach local police and fire department dispatch.
- › Areas located on other campuses: Follow emergency procedures for host campus.

Reporting Clarkson College medical incidents:

- › Employee Injury/Accident: Contact the Human Resources department at 2-3069 or 2-3395.
- › Student Injury/Accident: Contact the Facilities department at 3-3045 or 2-3036.

## Medical Emergency Flow Chart

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### 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.