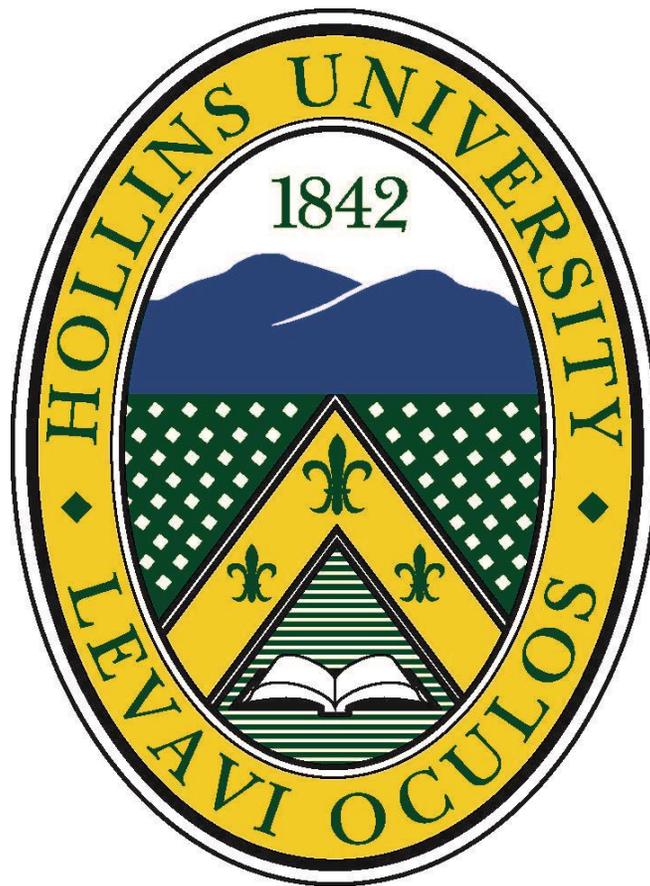


Emergency Actions Guide



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Emergency Response
Management Team



Emergency Management

Emergency Actions Guide

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Appendix A – Telephone Bomb Threat Checklist

Crises situations are very unpredictable and there are no guarantees that any one plan of action will be effective. These tips should be used as a preparatory plan towards your overall safety and in formulating your individual safety plan. While all potential scenarios cannot be covered, these are emergency situations you may encounter.



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NOTIFYING CAMPUS SECURITY OF AN EMERGENCY

Campus Security is in the Botetourt Hall Building and provides 24-hour help and support. This service is provided seven days a week on a year-round basis.

If calling to report an emergency from a campus phone, dial **6911**; if calling to report an emergency from a non-campus phone, dial **(540) 362-6911**.

This number should be used to report all emergencies that are taking place on campus since this is a dedicated emergency phone line and will get top priority.

Please note you may dial 911 for an emergency, but it may take longer for emergency services to arrive. This is due in part to the complex campus 911 addresses, as well as the fact that your cell phone may get directed to an emergency communications center near the campus, but in another service area.

Please do not call the switchboard at '0' to report emergencies, as that line gets a lower priority response.

Campus Security will contact the appropriate emergency response agency/department for a response to the emergency location.

When contacting Campus Security Dispatch, you will need to supply the following information:

1. Location of the emergency
 - a. Building name, floor, room number
2. Type of emergency
3. Your name
4. Your location
 - a. Building name, floor, room number
5. Your phone number (in case we need to call you back)



GENERAL 'TAKE COVER' SITUATIONS

'*Take Cover*' describes an emergency community response requiring immediate action to ensure the safety and security of the campus community typically during a severe weather event or during the presence of an armed intruder. The general response procedures are outlined below. Every attempt should be made to respond quickly and calmly. See the specific sections on Severe Weather and Armed Intruder for specific emergency actions.

Communication responsibilities

Campus Security will be responsible for the initial Emergency Notification System, [ENS], communications to the campus community. The ENS includes the Area Warning System, [AWS], (loudspeakers), and the Omnilert System, (formerly e2Campus). The Omnilert system includes warning messages through Text Messaging, E-mail messages, AVAYA Phone messages, and Omnilert Desktop Alert. The ENS will also be used to notify the community of the completion of an emergency (All Clear).

Additional updates of the emergency may be provided by components of the ENS, as necessary.

Communication procedures

A multi-channel redundant communication of a threat or emergency (using loudspeakers, email, text messages, AVAYA Phone, Omnilert Desktop Alert, and two-way radios) to the entire community is the best way to reach individuals and reduce risk. This type of multi-channel communication is designed to reach as many people as possible to heighten awareness to danger that may be around them, not to cause panic. Cool, calm, and collected is the best way to get through an emergency or dangerous incident. The AWS (loudspeakers) will be used for the two severe emergency situations mentioned below, as well as for All Clear and system testing.

1. **An Emergency 'Take Cover'** will be announced by a high frequency alert signal followed by a verbal announcement, from a system of loudspeakers located on and in various buildings of the campus. The Armed Intruder alert signal is a whaling siren tone, and the Severe Weather alert signal is steady pitch tone. The alert/verbal announcement combination will continue until the sounding of the 'all-clear' signal (bells) or until the system is silenced. When you hear the alert, listen for the verbal announcement that follows and periodically check your e-mail, text messages, computer screen, and/or AVAYA Phone, if possible, to learn or confirm the type of severe campus emergency. Respond accordingly after hearing the alert/verbal announcement and/or email, text messages, Omnilert Desktop Alert, and AVAYA Phone.
2. A campus community wide e-mail, text message, Omnilert Desktop Alert, and AVAYA Phone message will be sent, as soon as possible, to advise the community of the current severe emergency on campus. The email, text messages, Omnilert



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Desktop Alert, and AVAYA Phone messages are intended to reinforce the loudspeaker message or to make the loudspeaker message clearer if the message is not understood. The multi-channel communications systems listed above are intended to help community members know how to respond to the threat situation, however; the loudspeaker system is the most immediate form for communication of a 'Take Cover' situation.

3. During normal business hours, Campus Security and Facilities Management personnel will be notified by two-way radio communications to alert all persons in their immediate area of the 'Take Cover' situation.
4. After normal business hours, Campus Security and HRL professional staff will be notified to alert all persons in their immediate area of the 'Take Cover' situation.
5. Upon hearing the alert, Faculty members in classrooms should check the closest phone or computer and check the emergency e-mail message and/or AVAYA Phone message for information regarding the campus emergency.
6. Campus Security Dispatch will immediately contact the local Emergency Communications Center for emergencies that require external support.
7. Campus Security Dispatch (540-362-6911) is the best contact point for communications with local emergency services due to complex 911 addresses on campus. You may call 911 directly, but it may take longer for local emergency services to respond, and Campus Security may not respond immediately.
8. If an individual does not get a complete understanding of the emergency from the multiple channels of communication listed above, stay in place until notified by a local emergency responder, a campus security officer, or other university official entering your space to give an all-clear or other instruction.
9. If you know of a hearing or visually impaired person in your building or immediate area, you should contact that person so they can be given instructions and information on the current emergency condition.
10. **An all-clear** will consist of an all-clear signal/message on the loudspeaker system, an all-clear email message, an all-clear text message, an all-clear Omnilert Desktop Alert, and an all-clear AVAYA Phone message.



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BUILDING EMERGENCY COORDINATORS

Hollins University has designated Building Emergency Coordinators (BECs) to:

1. Act as a point of contact for emergency communications pertaining to their building.
2. Develop and maintain 'call trees' to communicate with building occupants during normal working hours in the event of an emergency.
3. Assist in the execution of emergency procedures, and disseminating information to faculty, staff, students, and others affected by the incident, as needed, and if safe to do so.
4. Make themselves familiar with emergency equipment location, operation, and evacuation routes.

It is the intention of the university to have one primary and one alternate BEC for each administrative and academic building, where possible.

For residence halls, Housing and Residence Life (HRL) staff will notify students in residence halls of emergency conditions.

In buildings which are both administrative and residential, the BEC will work together with HRL staff to inform persons in those buildings.

Hollins University employees, whose positions have been identified as a BECs, will be notified of their BEC designation by the Office of Human Resources, upon employment in that position.

The Director of Campus Security will provide BECs with their requested list of duties and responsibilities, training, etc.

The Office of Human Resources will keep the Director of Campus Security informed of any employee changes in BEC designated positions.



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ARMED INTRUDER (Active Shooter)

Armed Intruder sighting or warning – the Emergency Notification System, (ENS, loudspeakers/text message/AVAYA Phone message, email, HU Alert) may be used.

1. If the intruder is outside of the building:

- a. **Immediately call Campus Security** by dialing 6911 from a campus phone or (540) 362-6911 from a non-campus phone.
- b. **Move to a core area of the building if safe to do so** and remain there until an “all clear” is given **via the ENS or Emergency Responders.**
- c. **Turn off all the lights and close and lock all doors and windows.**
- d. **If you can do so safely, get all students or employees to lay down on the floor and out of the line of fire.**
- e. If the employees or students do not recognize the voice that is giving the instruction, they should not change their status. Unknown or unfamiliar voices may be false and designed to give false assurances.

2. If the intruder is inside the building:

- a. If it is possible to flee the area safely and avoid danger, do so.
- b. **Immediately call Campus Security** by dialing 6911 from a campus phone or (540) 362- 6911 from a non-campus phone. Give the location of the incident and as much detail as possible.
- c. If flight is impossible, **lock all doors and windows.**
- d. **Get down on the floor or under a desk and remain silent.**
- e. **Get students or employees to get down on the floor and out of the line of fire.**
- f. Wait for the “all clear” **via the ENS or Emergency Responders.**

3. If the intruder comes in your office or class:

- a. There is no one procedure that the authorities can recommend in this situation.
- b. Attempt to get the word out to **Campus Security** by dialing 6911 from a campus phone or (540) 362- 6911 from a non-campus phone, if possible.



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- c. Use common sense. If hiding or flight is impossible, attempt to negotiate with the individual.
 - d. Attempting to overcome the individual with force is the last resort that should be initiated in the most extreme circumstances.
 - e. Remember that there may be more than one armed intruder.
 - f. Wait for the “all clear” **via the ENS or Emergency Responders.**
 - g. If you flee the scene, get as far away as possible and then contact Campus Security.
4. **If you are outside of a building:**
- a. Immediately ‘Take Cover’ in place. DO NOT go into buildings. Be aware of your surroundings and be vigilant of those persons approaching your location.
 - b. If the armed intruder is nearby or headed towards you, conceal yourself if possible or flee the area away from the intruder.



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BOMB THREATS

Verbal/phoned bomb threats:

1. Record as much detail as possible (see attached checklist).
2. Call Campus Security to report the bomb threat.
 - a. Avoid the use of a cell phone if your building is the target of the bomb threat, as a cell phone could possibly detonate the bomb.
 - b. Do not turn light switches on or off as this creates electrical surges that could possibly detonate the bomb.
3. Campus Security will evacuate your building if your building is the target of the bomb threat.
 - a. Evacuate in an orderly and controlled manner, alerting others as you vacate.
 - b. **If possible**, as you exit, be alert to unusual objects, and quickly check nearby restrooms, copier rooms, storage rooms, etc., for persons left behind.
 - c. **If requested**, accompany, and assist person(s) with disabilities who appear to need direction or assistance. If you are unable to assist alert emergency personnel to the location of any disabled person(s).
 - d. Take only essential personal items with you. Do not attempt to take large or heavy objects.
 - e. Shut all doors behind you as you go, if possible.
 - f. Once out of the building, move away at least 100 yards from the structure (or as instructed by emergency response personnel). Keep streets and walkways clear for emergency vehicles and crews.

Written/e-mailed bomb threats:

The below are additional instructions for written or e-mailed bomb threats.

1. Leave the written message where you found it.
2. Do not handle the written message to preserve fingerprints.
3. Leave the message open on the computer.
4. Print, photograph, or copy the message and subject line, note the date and time.



CHEMICAL EMERGENCIES

- 1. Vacate the affected area** at once and, if possible, seal it off to prevent further contamination.
- 2. Immediately call Campus Security.**
- 3. Inform the Dispatcher** of what had occurred:
 - b. Type of chemical if known,
 - c. Whether or not anyone is injured,
 - d. Extent of injuries,
 - e. Location of incident,
 - f. Name of caller,
 - g. If the chemical is not contained and poses an inhalation risk or may cause harm if it is contacted, evacuate the area, and wait for the arrival of Campus Security.
 - h. Inform the officer of the exact location and type of chemical if known. If possible, have MSD sheets on chemical ready for the arrival of local agencies.
- 4. Evacuate building** and alert others as you vacate,
 - a. If possible, stay alert as you exit, quickly check nearby restrooms, copier rooms, storage rooms, etc., for anyone or anything unusual.
 - b. Accompany and assist person(s) with disabilities who appear to need direction or assistance. If you are unable to assist alert emergency personnel, the location of any disabled person(s).
 - c. Take with you: essential personal items **ONLY**. Do not attempt to take large or heavy objects.
 - d. Shut all doors behind you as you go.
 - e. Once out of the building, move away from the structure (or as instructed by emergency personnel). Keep streets and walkways clear for emergency vehicles and crews.
- 5. Do not return to an evacuated building** unless authorized by Emergency Responders.



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CRIME IN PROGRESS/CIVIL DISTURBANCE

In the event of a crime in progress:

1. Do not attempt to apprehend or interfere with the criminal except for self-protection.
2. **Immediately call Campus Security.** Give your name, location and what the situation is. If you are safe remain where you are until an officer arrives.
3. If safe to do so, attempt to get a good description of the criminal. Note height, weight, sex, race/ethnic origin, age, and clothing.
4. If the criminal leaves the scene take note of direction of travel and method of travel.
5. If the criminal leaves in a vehicle take note of the color, make, model and license plate.

In the event of civil disturbance:

1. Continue with your routine as much as possible.
2. If the disturbance is outside, stay away from doors and windows.
3. Unless threatened with physical harm do not leave your work area until checking with your supervisor or other administrator.
4. Do not interfere with those creating the disturbance or with campus security or law enforcement on the scene.



EARTHQUAKE

During an Earthquake:

Remain calm and quickly follow the steps outlined below.

1. ***If inside, stay there. If outdoors, stay there.*** Most injuries occur as people are entering or leaving buildings.
2. ***If indoors*** seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment. Do not use candles, matches, or other open flame during or after the tremor because of possible gas leaks. **Never use elevators since the power may fail.**
3. ***If outdoors,*** move quickly away from buildings, utility poles and other structures. The greatest danger from falling debris is just outside doorways and close to outer walls. **Caution: Always avoid power or utility lines as they may be energized.**

After an Earthquake:

1. After the initial shock, evaluate the situation and if emergency help is necessary call Campus Security. Always protect yourself and be prepared for after-shocks.
1. Damaged facilities should be reported to Campus Security.
 - a. Gas leaks and power failures create special hazards.
3. Do not use matches, lighters, candles, lanterns, or open flames of any type until it has been established that there are no gas leaks. In addition, do not turn light switches on or off as this creates sparks that can ignite gas from broken lines.
4. If an emergency exists which requires building evacuation, do so and assist the disabled.
5. Stay away from damaged areas unless assistance has been requested.
6. Campus Security and Facilities Management shall decide when entry into the area/building shall be permitted following the emergency.



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ELECTRICAL POWER OUTAGE

1. To report a power outage, call Campus Security and give your name and the location of the outage.
2. Please Do Not call Campus Security or Facilities Management for a cause of the outage. A communication will be sent out once the cause and duration are known.
3. **Building door card readers will still operate during a power outage and should remain operational for six to eight hours.** If you experience a problem with a door card reader, please report the problem to Campus Security.
4. **Do not burn candles** because it is a fire hazard and against the Hollins University fire policy.
5. If you must move inside of a building for any reason, use a flashlight (if available and necessary) and be aware of any hazards in your path of travel.
6. Some campus buildings are equipped with emergency generators and emergency power will be supplied to the buildings.
7. **Turn off power strips and/or appliances** to prevent damage due to a power surge when the electricity is restored.
8. **Keep refrigerator and freezer doors** closed and throw any items out if you have any doubt that they may be spoiled due to the lack of refrigeration.
9. If you need to exit or evacuate the building for any reason, do so with caution and remain calm.



EVACUATIONS

Circumstances That May Warrant an Evacuation:

1. Armed Intruder/Possession of Weapon
2. Bomb Threats
3. Chemical Emergencies
4. Crime in Progress/Civil Disturbance
5. Earthquake
6. Electrical Power Outage
7. Explosion/Plane Crash
8. Fire
9. Flooding
10. Suspicious Packages/Persons
11. Tornado/Severe Thunderstorm

Campus Evacuation

Only the university President or their designee may call for an evacuation of the Hollins University campus. If a partial or complete evacuation of the campus is necessary, the Emergency Response Management Team will be convened to advise the President on the current and future conditions of the emergency. If the President decides to call for a partial or complete evacuation, all means will be used to inform the campus community.

1. Evacuation of all or part of the campus grounds will be announced using Campus Security and the Emergency Notification System.
2. All persons (student and staff) are to vacate the site in question immediately and relocate to another part of the campus grounds or the surrounding area as directed.
3. The evacuation may include relocation to designated shelter areas established by local authorities or the Commonwealth.
4. Follow the building evacuation procedures described above for individual building and affected sites.



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On-the-Spot Emergency Evacuations

If at any time, the on-duty security supervisor or officer, in their professional opinion, believes that an **on-the-spot emergency evacuation** is necessary of a structure or an area of the campus, for the immediate protection of life, that supervisor or officer shall evacuate the structure or area without needing permission of the President or the ERMT. All persons shall follow the directions of the security supervisor or officer.

Building Evacuation

1. All building evacuations will occur when an alarm sounds and/or upon notification by Campus Security, Building Emergency Coordinator, or emergency responders.
2. If time and conditions permit, secure your workplace, and take your important personal items such as car keys, purse, medication(s), glasses, etc.
3. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same. **WALK** - do not run.
4. Follow instructions from emergency personnel or your Building Emergency Coordinator.
5. Keep noise to a minimum so you can hear emergency instructions.
6. Use handrails in stairwells, stay to the right.
7. Assist people with disabilities.
8. Remember that elevators are reserved for persons with disabilities. **Never use an elevator in a fire or earthquake.** Electric power is likely to fail in both cases leaving you trapped.
9. Once outside, move quickly away from the building and watch for falling glass and debris.
10. Proceed to the designated gathering point. This should be a clear area that is away from the affected building. Stay there.
11. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
12. Immediately notify emergency personnel of any injured persons and/or individuals remaining in the affected building.
13. Do not return to an evacuated building unless told to do so by emergency personnel, building or university officials.



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Building Evacuation Assembly Areas

Assembly areas for temporary evacuations such as fire alarm activation shall be 150 feet (50yds) from the affected building. Always stay clear of emergency responders.

Assembly areas for lengthy evacuations will be determined by the ERMT. Currently, the best structures with generator capabilities are the Moody Student Center, the Visual Arts Center, and the WR Library.

Evacuation of Persons with Disabilities

Evacuation may not be necessary or advisable. If persons with disabilities cannot be transported from the building without using an elevator, notify emergency responders. Never use an elevator in a fire or earthquake. Be prepared to notify rescue personnel immediately upon their arrival of the location of any persons with disabilities.

"Shelter-In-Place" Procedures

1. During certain emergency situations, particularly chemical, biological, or radioactive material releases and some weather emergencies, you may be advised to "shelter in place" rather than evacuate the building.
2. Stay inside the building (or go indoors as quickly as possible).
3. Quickly locate supplies you may need such as food, water, radio, etc.
4. If possible, go to a room or corridor where there are no windows and few doors.
5. If there is time, shut and lock all windows and doors. (Locking them may provide a tighter seal against chemicals).
6. Push a wet towel up against the crack between the door and the floor to seal it.
7. In the event of a chemical release, go to an above-ground level of the building; some chemicals are heavier than air and may seep into basements even if the windows are closed.
8. Turn off the heat, fans, air conditioning or ventilation system, if you have local controls for these systems.
9. Drink bottled, stored water, not water from the tap.
10. If possible, check for additional information via My Hollins, e-mail, AVAYA, and/or monitor radio or television for further details.
11. Do not call 911 unless you are reporting a life-threatening situation.



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12. When the "all clear" is announced:
 - a. Open windows and doors. Turn on heating, air conditioning or ventilation system.
 - b. Go outside and wait until the building has been vented.



EXPLOSION/PLANE CRASH

Explosion and fire, as well as falling debris, pose a serious risk to individuals on the ground. All members of the campus community are encouraged to move away from the explosion/crash site and seek shelter in a safe location.

In the event a situation occurs such as an explosion or a downed aircraft (crash) on campus, take the following action:

1. Immediately take cover under tables, desks, and other object, which will give protection against falling glass or debris.
2. If you are inside, and the building is not damaged, remain inside. Stay away from windows. Faculty should try to keep their classes together as a unit.
3. After the effects of the explosion and/or fire have subsided, notify Campus Security. Give your name and describe the location and nature of the emergency.
4. If necessary, or when directed to do so, evacuate the building, and walk quickly to the nearest marked exit and ask others to do the same.
5. If an evacuation is ordered, follow the instructions of university emergency communications and/or Campus Security and emergency responders.
6. ***Assist the disabled in exiting the building!*** Remember that elevators are reserved for handicapped persons. ***Do not use elevators in case of fire. Do not panic.***
7. Once outside, move to a clear area away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
8. ***Do not return to an evacuated building*** unless told to do so by a university official.



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FIRE

1. **Activate the nearest fire alarm if the fire alarm system has not been activated already.**
 - a. Many buildings have an automated fire alarm system that will ring into Campus Security upon activation.
2. If the automated fire alarm system has not been activated immediately call Campus Security from a safe place and give your name, location, and the extent of the problem.
 - a. Please Do Not call Campus Security to inquire about the reason for the fire alarm, just follow step 3 below by evacuating the building.
3. **Evacuate the building** by the nearest available exit, **Do Not Use Elevators.**
 - a. If possible, stay alert as you exit, quickly check nearby restrooms, copier rooms, storage rooms, etc., for others who may need to be reminded to leave or may need assistance.
 - b. Accompany and assist person(s) with disabilities who appear to need direction or assistance. If you are unable to assist, alert emergency personnel to the location of any disabled person(s).
 - c. Take with you: essential personal items **ONLY**. Do not attempt to take large or heavy objects.
 - d. Shut all doors behind you as you go.
 - e. Once out of the building, move away from the building (or as instructed by emergency personnel). Keep streets and walkways clear for emergency vehicles and crews.
4. **Do not return to an evacuated building** until authorized by Emergency Responders.



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FLOODING

General Procedures:

1. If flooding is likely, you will be informed to vacate your building and/or residence and move to safe area before access is cut off by floodwaters.

During a Flood:

1. If an emergency exists, call Campus Security.
2. Stay on higher ground; avoid areas subject to sudden flooding.
3. Do not attempt to cross an area of flowing water if it is above the knees.
4. Do not attempt to drive over a flooded road; you could become stranded and trapped.
5. If flooding occurs in a building, stop using all electrical equipment. Notify Campus Security and vacate the area, if necessary. Keep unauthorized personnel from entering the area. Remember, there is an extreme danger of electric shock.

After a Flood:

1. Campus Security and Facilities Management shall decide when entry into the area/building shall be permitted following the emergency.
2. Do not drink any of the water in the area until it has been approved for drinking by health officials.
3. Do not handle live electrical equipment in wet areas. Electrical equipment should be checked and dried thoroughly before being returned to service.
4. Check for damage to buildings and grounds and report to Campus Security.
 - a. To examine buildings, use flashlights, not lanterns or torches; flammables from broken containers or ruptured gas lines may be inside.



MEDICAL EMERGENCIES

1. Do not move an injured or ill person unless it appears to be life threatening to the person to stay in that location.
2. **Immediately call Campus Security.** Provide your name, location and as much information about the injured or ill person as possible.
 - a. Do Not hang up.
 - b. As appropriate, Campus Security Dispatch will conference call the local Emergency Communications Center so that you can provide firsthand information on the patient.
3. If needed, administer first aid or CPR if you have such training.
 - a. There are several AEDs available on the campus in the following departments:
 - 1) Health and Counseling Services,
 - 2) The Riding Center,
 - 3) The Athletics Department.
 - b. Neither Campus Security nor any other campus department provides medical emergency service to the campus.
 - c. Health Services does not respond to medical emergencies outside of their facility.
4. Keep the person comfortable and reassure them that help is on the way.
5. Remain with the person until medical responders arrive.



MENTAL HEALTH CRISIS

A mental health crisis exists when an individual is threatening harm to themselves or to others or appears to be disconnected from reality due to severe drug reactions or a psychotic break.

A psychotic break may be manifested by hallucinations or uncontrollable behavior.

If a Mental Health Crisis Occurs:

1. Never try to handle a situation you feel is dangerous on your own.
2. Notify the Campus Security of the situation. Clearly state that you need immediate assistance, give your name, your location and the area involved.
3. Keep unauthorized personnel away from the area.
4. If necessary, Campus Security Dispatch will contact local law enforcement for expertise in handling the situation.

Avoiding Violent Situations:

Inform supervisors/managers about threats. Eliminate opportunities for violence by:

1. Giving yourself an out.
2. Having a second person in the room.
3. Standing behind a barrier.
4. Using effective people skills.
5. Alerting Campus Security.



MISSING RESIDENT STUDENTS

1. All concerns of a possible missing resident student should be reported to Campus Security.
2. Be prepared to supply facts to security officials as to the circumstances that have led you to believe that the resident student may be missing:
 - a. A physical description including clothing worn when last seen,
 - b. Where the student was last seen and if the student was with anyone,
 - c. Concerns about the mental or physical condition of the person, etc.
3. Campus Security will initiate procedures, as required by law, to investigate the report.
4. Re-contact Campus Security immediately if you no longer believe that the resident student is missing.



POSSESSION OF WEAPON

The university has a no weapons policy. A weapon could be a firearm, bow and arrow or crossbow, knife with a blade more than three (3) inches in length, slingshot, metal knuckles, blackjack, nun-chuck, throwing star, or hunting boomerang. Tasers are prohibited by university policy as they propel a missile (barbs).

Pepper spray devices and stun guns (not tasers) are not prohibited by university policy if they are used in accordance with the law.

To reduce the possibility of crime or deadly harm, any person that observes any other person in possession of a weapon should:

1. Report the person to Campus Security immediately.
2. Not confront the person.
3. Obtain a good description of the person.
4. Provide a direction of travel to the responding security officer, if the person leaves the area before the responding security officer arrives.



SUSPICIOUS PACKAGES

Suspicious packages can come in all shapes and sizes. In general terms, a suspicious package is any bag, box, backpack, package, or other item left unattended or that otherwise seems out of place.

Suspicious packages should be immediately reported to Campus Security. Campus Security will determine what action is necessary.

Characteristics of suspicious letters and packages may include:

1. Misspelled words
2. Unexpected
3. Restrictive markings such as "Personal" or "Confidential"
4. Postmark does not match return address
5. Badly typed or written
6. Excessive postage
7. No return addresses
8. Wrong title or name in address
9. Excessive tape or string
10. Protruding wires
11. Strange odor
12. Crystals or powder-like residue
13. Oily stains, discolorations, or crystallization on wrapping
14. Lopsided, rigid, or bulky package

If you encounter a suspicious package or envelope:

1. Contact Campus Security immediately,
2. Do not shake or empty the contents,
3. Do not carry the package or envelope, show it to others or allow others to examine it.



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4. If you accidentally handle a suspicious package or envelope, put it down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents which may have spilled.
5. Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system.
6. Wash hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons.
7. 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 law enforcement officials.



SUSPICIOUS PERSON

A suspicious person is either one who is exhibiting suspicious behavior, or who is in an area or doing something that is not normal.

1. Report the suspicious person or vehicle to Campus Security as soon as possible.
2. Do not confront the person/vehicle.
3. Obtain a good description of the person/vehicle.
4. If the person/vehicle leaves the area before a security officer arrives, provide a direction of travel to the officer.



TORNADO/SEVERE THUNDERSTORM

Tornado

If you see or are notified of a tornado on or near the campus, follow the steps listed below.

If you are in a building:

1. Move to the lowest level or to an interior hallway of the building quickly.
2. Stay away from windows and areas with a large expanse of glass.
3. Assist individuals with disabilities to an interior hallway away from windows and areas with a large expanse of glass if they cannot move safely to the lowest level.
4. Alert others in the building to also move to a safe place.
5. Avoid auditoriums, gymnasiums, and other large rooms with free-span roofs.
6. Do not use elevators; remain calm.
7. Protect your head and face. If possible, get under a sturdy table or other structure.
8. Remain in place until the tornado has passed, or you are told that the campus is safe to move about.

If you are outside:

1. Seek shelter indoors and follow the steps listed above.

Severe Thunderstorm

When Thunder Roars, Go Indoors!

Severe thunderstorms create ground lightning strikes and hail stones which are both dangerous to people and animals.

1. Seek shelter indoors and remain there until the severe thunderstorm has passed.



APPENDIX A

TELEPHONE BOMB THREAT CHECKLIST

SD000-000 (01/18/22)

Instructions: Remain calm and be courteous with the caller. Do not interrupt the caller. Fill out the form below with as much information as possible. **Call Campus Security ASAP to report the bomb threat.**

1. Where is the bomb going to explode?	5. What will cause the bomb to explode?
2. When is the bomb going to explode?	6. Did you place the bomb? If so, why?
3. What does the bomb look like?	7. What is your address?
4. What kind of bomb is it?	8. What is your name?
Exact wording of the threat:	

Time of Call:	Date:	Phone Number Call Received From:
Accent: <input type="checkbox"/> Slavic <input type="checkbox"/> Local <input type="checkbox"/> Southern <input type="checkbox"/> Middle East <input type="checkbox"/> Northern <input type="checkbox"/> Hispanic <input type="checkbox"/> Midwestern <input type="checkbox"/> African <input type="checkbox"/> ___ Other:	Manner: <input type="checkbox"/> Angry <input type="checkbox"/> Calm <input type="checkbox"/> Irrational <input type="checkbox"/> Rational <input type="checkbox"/> Incoherent <input type="checkbox"/> Coherent <input type="checkbox"/> Emotional <input type="checkbox"/> Deliberate <input type="checkbox"/> Laughing <input type="checkbox"/> Righteous <input type="checkbox"/> Other: _____	Background: <input type="checkbox"/> Trains <input type="checkbox"/> Machines <input type="checkbox"/> Animals <input type="checkbox"/> Music <input type="checkbox"/> Voices <input type="checkbox"/> Office <input type="checkbox"/> Airplanes <input type="checkbox"/> None <input type="checkbox"/> Other: _____ <input type="checkbox"/> Traffic _____
Voice: <input type="checkbox"/> Soft <input type="checkbox"/> Loud <input type="checkbox"/> Deep <input type="checkbox"/> High Pitch <input type="checkbox"/> Pleasant <input type="checkbox"/> Raspy <input type="checkbox"/> Other: _____ <input type="checkbox"/> Intoxicated	Speech: <input type="checkbox"/> Slow <input type="checkbox"/> Fast <input type="checkbox"/> Stutter <input type="checkbox"/> Distinct <input type="checkbox"/> Nasal <input type="checkbox"/> Distorted <input type="checkbox"/> Other: _____ <input type="checkbox"/> Slurred _____	Language: <input type="checkbox"/> Excellent <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/> Other: _____ <input type="checkbox"/> Foul _____ <input type="checkbox"/> Other: _____
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Adult <input type="checkbox"/> Juvenile, Age:	Call Origin: <input type="checkbox"/> Local <input type="checkbox"/> Not Local
Your Name:		Your Phone Number:
Your Position:		Date of Report: