



# EMERGENCY RESPONSE GUIDE

*Fill in the information on this page immediately and then keep this guide in a handy, easy-to-reach place.*

## Getting Prepared

Be ready for a fire:

- Locate the fire alarms, fire exits and fire extinguishers closest to your office and record them here:
  - ✓ Fire alarms \_\_\_\_\_
  - ✓ Fire exits \_\_\_\_\_
  - ✓ Fire extinguishers \_\_\_\_\_

## Be ready for an evacuation by doing these things in advance:

- ✓ Determine your **NEAREST EXIT** \_\_\_\_\_
- ✓ Determine your **NEAREST EMERGENCY EVACUATION ROUTE**  
\_\_\_\_\_
- ✓ Establish an **ALTERNATIVE WAY** out in case the nearest exit is blocked or unsafe \_\_\_\_\_

## Be prepared to decide if an evacuation is the proper choice:

It may not be wise to exit during an emergency if:

- the hazard is outdoors (stay put or move to a safer part of the building)
- the hazard is apt to be short-lived and health/safety risks are low (a power outage, for example)

## Know who your building captain(s) are:

Building Captains are designated individuals trained to assist with the collection and relaying of pertinent information to emergency personnel, campus officials and building occupants.

- ✓ Write your **BUILDING CAPTAIN'S** name here: \_\_\_\_\_

## Know where to go:

**Evacuation Assembly Areas** are listed on the bottom tab. Find the **ASSEMBLY AREAS** for your building.

- ✓ Write them down here: \_\_\_\_\_

*After an evacuation, all building occupants will gather at a predetermined site. All evacuees should stay at the site and await instructions from the Building Captain.*

**Areas of Refuge** are marked as “Area of Rescue” on the second floor of handicap accessible buildings. If elevators aren’t functioning, and stairs aren’t an option, individuals should assemble in a designated area of rescue. Emergency personnel will initially respond to these areas to evacuate those taking refuge there.

If you work in a two-story handicap-accessible building, find the **AREA OF RESCUE** in your building.

- ✓ Write it down here: \_\_\_\_\_

***If you have questions about anything in this guide, contact Campus Security at 754.6067.***

***You may be called upon to act as a leader in an emergency situation.  
If this happens, follow this...***

## **FIRST-FIVE-MINUTES CHECKLIST:**

- ✓ Name the Incident
- ✓ Establish Command (IC)
- ✓ Establish a Command Post
- ✓ Establish Staging Area(s)
- ✓ Communicate Using Networks
- ✓ Review Priorities:
  1. Life Safety
  2. Incident Stabilization
  3. Property Preservation
- ✓ Size-up the Incident
- ✓ Establish Written Objectives
- ✓ Deploy Initial Resources
- ✓ Request Backup Resources
- ✓ Stage Unassigned Resources
- ✓ Monitor the Situation Status
- ✓ Transfer Command if Needed
- ✓ Consider Unified Command

# ACTS OF VIOLENCE/ACTIVE SHOOTER

## **R U N —**

### **Flee if you can**

- EVEN IF YOU ARE IN CLOSE PROXIMITY TO THE SHOOTER, FLEE THE AREA IMMEDIATELY IF POSSIBLE, USING ANY AVENUE OF ESCAPE (outside doors, windows, etc.).
- DO NOT TRY TO HIDE IF FLIGHT IS AN OPTION.
- Try to keep obstacles between you and the violence.
- Call 911 and be prepared to provide the following information if you can
  - ✓ Location of event
  - ✓ Description of suspect(s)
  - ✓ Types of weapons
  - ✓ Number of injured
- After calling 911, call 754.6311 to alert campus officials.
- If you encounter police officers, obey all their commands. This may involve putting your head down, your hands in the air or submitting to handcuffs. This is done for safety reasons and to aid in identifying the aggressor (police officers don't know who you are).

## **H I D E —**

### **If you're in a different room than the shooter, but flight isn't an option:**

- Lock and barricade yourself in the room.
  - ✓ DO NOT PULL THE FIRE ALARM
- Turn off all lights and audio equipment.
- Silence all cell phones.
- Call 911 and be prepared to provide the following information if you can
  - ✓ Location of event
  - ✓ Description of suspect(s)
  - ✓ Types of weapons
  - ✓ Number of injured
- After calling 911, call 754.6311 to alert campus officials.
- DO NOT LEAVE YOUR LOCATION UNDER ANY CIRCUMSTANCES until law enforcement escorts you away or you hear an all-clear message over the public address system.

## **F I G H T —**

### **If you're in close proximity to the shooter, and flight isn't an option:**

- Distract/confuse the shooter by throwing objects at him/her.
- Actively resist the shooter by any means possible, if you're capable.
- Play dead if there are already victims around you.
- Your last resort is to hide—this makes you an easy stationary target.

### **If you hear instructions to SHELTER-IN-PLACE:**

- Get to a secure location if possible and close and lock all doors and windows.
- Turn out the lights.
- Remain in the area until you hear an "all clear" message over the public address system.

### **If you hear instructions to go into LOCK-IN:**

- Remain in the building.
- Continue normal activities until you hear an "all clear" message over the public address system.

# BOMB THREAT

## **If you receive a bomb threat via telephone:**

- Don't hang up, even if the caller does.
- Don't put the caller on hold.
- Signal for someone else to call 911.
- Signal for someone else to call 754.6311 to alert campus officials.
- Prolong the conversation as long as possible, listen for background noises on the phone and note them. Try to get answers to the following questions:
  - ✓ Where is the bomb right now?
  - ✓ When will it explode?
  - ✓ What kind of bomb is it?
  - ✓ What will cause it to explode?
  - ✓ What does it look like?
  - ✓ Who placed the bomb and why?
  - ✓ Where is the caller now?
  - ✓ What is the caller's name?
- DO NOT SET OFF THE FIRE ALARM as a means to evacuate the building.
- Make yourself available to responding law enforcement personnel.

## **If you see or receive a suspicious package:**

- DO NOT TOUCH OR OPEN THE PACKAGE.
- Get others away from the area and keep the area clear.
- DO NOT USE A CELL PHONE OR WIRELESS DEVICE NEAR THE AREA.
- Once clear of the area, call 911.
- If the package is leaking a substance or powder, and you came into contact with the substance, keep your hands away from your eyes, nose, mouth, or any part of your face. Immediately inform emergency services personnel that you are contaminated.
- Create a list of persons in the room where the package was received.
- Follow all instructions given to you by emergency service personnel.

# EXPLOSION

## **If you hear an explosion in your building:**

- Leave the building quickly and calmly, using the information you wrote on the cover of this booklet. You may need to use an alternate evacuation route. Follow instructions on the Evacuation Guide tab.
- If objects or debris are falling from the ceiling or from bookshelves, etc., take refuge under a sturdy table or desk.
- If there's a fire with heavy smoke, stay low to the floor and exit the building quickly.
- If you are trapped in debris, tap on a pipe or wall if you can so that rescuers can hear where you are.
- Help others escape the building as you are able and move to your designated evacuation assembly area.
- Call 911.
- Keep street and walkways clear for emergency vehicles and responders.
- Do not attempt to rescue people who are inside a collapsed or compromised building unless you have received specific training to do so. Wait for emergency personnel to arrive.

## **If you hear an explosion in another building:**

- Stay calm and stay in your building.
- Wait to receive information/directions via email, text or the public address system.

# FIRE

*Consider that a fire exists when smoke or flames are reported by anyone, or when the building fire alarm and/or sprinkler system is activated.*

## **If you see fire or smoke:**

1. ACTIVATE THE FIRE ALARM SYSTEM by pulling a fire alarm pull station. This initiates the building's fire horns/strobes and alerts the Powell Fire Department.
2. IF THE FIRE IS SMALL (TRASH CAN, for example) TRY TO QUENCH IT WITH A FIRE EXTINGUISHER, if you know how to use one.
3. DON'T TRY TO EXTINGUISH A LARGE FIRE—exit the building immediately.
4. Call 911 if possible. Provide any information you can about the size and location of the fire, possible cause, and any injuries you're aware of.
5. After calling 911, call 754.6311 to alert campus officials.
6. Evacuate the building (see Evacuation Guide tab).
  - a. Attempt to assist injured or handicapped individuals as you are able.
  - b. Instruct students and visitors to follow you out of the building.

## **If you become trapped by fire or heavy smoke:**

- Proceed to the Area of Refuge, if your building has one.
- If an Area of Refuge isn't an option, TAKE SHELTER IN THE NEAREST ROOM ON THE EXTERIOR OF THE BUILDING.
  - ✓ Stuff clothing or papers, preferably wet, under the door crack
  - ✓ Make sure the door is unlocked
  - ✓ Open a window and evacuate if possible—break the window if necessary
  - ✓ CALL 911 if you can't evacuate via window—give your floor and room number/location.
  - ✓ Keep low to the floor
  - ✓ Cover your mouth with clothing, preferably wet
  - ✓ Remain calm

## HAZARDOUS MATERIAL, SPILL, INCIDENT OR RELEASE

- If the incident occurs indoors and it is safe to do so, ISOLATE THE AREA BY CLOSING ALL DOORS.
- DO NOT ATTEMPT TO CLEAN up any spills unless you are trained to do so and have the proper equipment.
- From a safe area, call 911 and be prepared to provide the following information:
  - ✓ Name of the hazardous material
  - ✓ Quantity of the material
  - ✓ Time of the incident
  - ✓ Location of the incident
  - ✓ Whether anyone was injured or exposed to the material
  - ✓ Your name, phone number and location
- Ask someone to report the incident to physical plant (754.6045).
- Arrange for someone to meet emergency responders.
- Follow all instructions given by emergency responders.

## MEDICAL EMERGENCIES

- Remain calm.
- CALL 911 and be ready to provide the following:
  - ✓ Number of injured/ill
  - ✓ Gender and approximate age of individual(s)
  - ✓ Nature of injury/illness
  - ✓ Location of the injured/ill
  - ✓ Pertinent medical history of the patient, if known
  - ✓ Your name
- Send a reasonable person to meet the emergency responders and direct them to the location of the injured/ill.
- Do not move the injured/ill person.
  - ✓ If safe to do so, comfort the individual(s), tell them help is on the way
- PROVIDE CARE IF YOU ARE CERTIFIED IN FIRST-AID AND IT IS SAFE TO DO SO.
  - ✓ Wear personal protective equipment if possible and avoid body fluids
- Report the injury/illness to your supervisor once medical personnel arrive and provide care.



## WEATHER WATCH AND WARNING INFORMATION

<b>TORNADO WATCH</b>	Conditions are favorable for the development of tornadoes in and close to the watch area. Watches are usually in effect for several hours, with 6 hours being the most common.
<b>TORNADO WARNING</b>	Tornado is indicated by radar or sighted by storm spotters. The warning will include <b>WHERE</b> the tornado is and <b>WHAT</b> towns will be in its path.
<b>SEVERE THUNDERSTORM WATCH</b>	Conditions are favorable for the development of severe thunderstorms in and close to the watch area. Watches are usually in effect for several hours, with 6 hours being the most common.
<b>SEVERE THUNDERSTORM WARNING</b>	Issued when a thunderstorm produces hail one inch or larger in diameter and/or winds which equal or exceed 58 mph. Severe thunderstorms can result in the loss of life and/or property. Information in this warning includes— <b>WHERE</b> the storm is, <b>WHAT</b> towns will be affected and the <b>PRIMARY THREAT</b> associated with the storm.
<b>WINTER STORM WATCH (WSA)</b>	Issued when conditions are favorable for the development of hazardous weather elements, such as heavy snow or sleet, blizzard conditions, significant accumulations of freezing rain or drizzle, or any combination thereof. Watches are usually issued 12 to 48 hours in advance of an event.
<b>WINTER STORM WARNING (WSW)</b>	An all-encompassing product now that replaces the old blizzard warnings, heavy snow warnings, sleet warnings and ice storm warnings. This product is used when hazardous winter weather conditions are imminent or very likely, including any occurrence or combination of heavy snow, wind-driven snow, sleet and/or freezing rain/drizzle. Winter Storm Warnings are issued for expected sleet and snowfall amounts of 4 inches or more in 12 hours, or 6 inches or more in 24 hours. It is also used when damaging ice accumulations are expected during freezing rain situations, walking and driving becomes extremely dangerous, and ice accumulations are usually 1/4 inch or greater. Finally, it is also issued with sustained winds or frequent gusts of 35 miles per hour or greater and considerable falling and/or blowing snow reducing visibility to less than 1/4 mile. These conditions are expected to last at least 3 hours.

- The National Weather Service issues all watches and warning for our area.
- If a weather watch or warning is issued, take appropriate actions to plan for or endure the conditions.
  - ✓ Get indoors, preferably away from windows, glass doors and skylights and remain there until the danger has passed.
  - ✓ If possible, use Internet, phone, radio or television to keep updated on the storm and any further precautions that may need to be taken.
- Conserve battery life in all of your electronic devices.

## WEATHER/NATURAL DISASTERS

*Watch and Warning information is located on the previous page.  
The National Weather Service issues all watches and warnings for our area.*

### **If a weather watch is issued:**

- Be aware that weather conditions are favorable for the development of a destructive weather pattern.
- Monitor the Internet (National Weather Service, KTVQ, KULR-8, K2TV or KCWY13), phone or radio for updates.

### **If a weather warning is issued:**

- Take appropriate action to plan for or endure conditions.
  - ✓ Get indoors—preferably away from windows, glass doors and skylights
  - ✓ Remain inside until the danger has passed
  - ✓ Use the Internet, phone, radio or television to stay apprised of any further precautions that may be necessary
  - ✓ Conserve battery life in all your electronic devices

### **If a tornado warning is issued:**

- Take shelter in an interior room.
- Listen for directions through the campus public address system.

### **In case of earthquake:**

- If you are indoors, stay there. Move to a safe location such as under a strong desk, a strong table or along an interior wall. Stay away from windows, hanging objects, heavy furniture or appliances.
- If you are outdoors, move to an open area away from falling hazards such as trees, power lines and buildings. Drop to the ground and cover your head and neck.
- After an earthquake, check yourself and others for injuries. Use fire extinguishers if necessary. In labs, safely shut down processes when possible.
- If you smell or hear a gas leak, get everyone outside and open windows and doors.

# EVACUATION GUIDE

*Refer to the evacuation information you've written on the cover of this booklet. If time and conditions permit, secure your workplace and take with you important personal items such as your keys, purse, medication or eyeglasses.*

## **As you're leaving the building:**

- Follow only given instructions from emergency personnel and broadcasts.
- Check doors for heat before opening. DO NOT OPEN a door if it feels hot.
- WALK — DO NOT RUN. Do not push or crowd.
- Keep noise to a minimum so you can hear emergency instructions.
- Use handrails in stairwells and keep to the right.
- Assist people with disabilities as you are able.
- If smoke is present, go to your hands and knees and continue to the nearest exit.

## **After exiting the building:**

- Move quickly away from the building.
- Head directly to the Evacuation Assembly Area you've written on the cover.
- Congregate as a class or unit and conduct a head count.
- Report any unaccounted individuals to your Building Captain.
- Watch for falling glass or other debris.
- Keep roadways and walkways clear for emergency vehicles and personnel.
- DO NOT RETURN to the building until your Building Captain or emergency personnel have announced that it is safe to do so.

## **Use your common sense**

Emergency Response personnel may advise you to evacuate or to take shelter where you are, but if they don't, let common sense be your guide. Always evacuate in case of fire.

## EVACUATION ASSEMBLY AREAS

<b>YOUR BUILDING</b>	<b>OPTION 1</b>	<b>OPTION 2</b>
Ashley Hall	Emergency phone east of Simpson Hall	Flag pole in front of Cabre Building
Cabre Building	Courtyard area of Yellowstone Building	In front of Ashley Hall
Children's Learning and Care Center	Line up along east side of Fagerberg Building in playground area	
Cody Hall	Front door of Simpson Hall	Lewis & Clark Hall Parking Lot
Colter Hall	Front doors of Orendorff Building	Parking lot south of Frisby Building
CTD-West Campus	Fenced playground area	Maintenance Shop
DeWitt Student Center	Courtyard area of Yellowstone Building	Flag pole in front of Cabre Building
Equine Center	NW corner of lot near the trailer house	
Fagerberg Building	Electronic sign in front of DeWitt Student Center	Flag pole in front of Cabre Building OR front of the Welding Building
Frisby Building	Front doors of Orendorff Building	Parking lot south of Frisby Building
Hinckley Library	Electronic sign in front of DeWitt Student Center	
Johnson Fitness Center	Deming Plaza	Electronic sign in front of DeWitt Student Center
Lewis & Clark Hall	Garbage cans in NW corner of parking lot	Basketball Court next to Cabre Building
Moyer Building	Deming Plaza	Electronic sign in front of DeWitt Student Center
Nelson Performing Arts Center	West end of Science and Math Building parking lot	Electronic sign in front of DeWitt Student Center
Nursing Building	Front of Welding Building	
Orendorff Building	Deming Plaza	Electronic sign in front of DeWitt Student Center
Oliver Building	Flag pole in front of Cabre Building	
Physical Plant	SW corner of the parking lot	
Science and Math Building	West end of Science and Math Building parking lot	Electronic sign in front of DeWitt Student Center
Simpson Hall	Basketball Court next to Cabre Building	Emergency phone east of Simpson Hall
Stock Agriculture Pavilion	North of the entrance gate	
Student Success Center	Front doors of Orendorff Building	Parking lot south of Frisby Building
Trapper Village Main	Front of Ashley Hall	
Vehicle Maintenance	Garbage cans in NW corner of Lewis & Clark Hall parking lot	
Yellowstone Building	Science and Math Building Parking Lot	Basketball Court next to Cabre Building