

# Southern Arkansas University Tech Emergency Procedures Manual



## FIRE

### **In case of a fire, follow these procedures:**

- If a fire is discovered in any building on campus, the individual shall immediately pull the closest fire alarm.
- When a fire alarm is activated, all occupants will evacuate the building in a timely and responsive manner.
- Building captains will assist with evacuation as they leave the building.
- If possible, the building captains should notify the university police when a person is left behind in the building due to circumstances beyond their control (i.e. disabled, injured, etc.).
- Refer to *Evacuation Procedure*.

## **MEDICAL EMERGENCY**

**CALL 911 IF MEDICAL EMERGENCY IS LIFE THREATENING OR REQUIRES IMMEDIATE MEDICAL ATTENTION!**

- If a poisoning is suspected contact the Poison Control Center at 1.800.222.1222.
- Notify the university police department of all medical emergencies.
- Employees and students in NON-LIFE THREATENING medical emergencies should seek treatment after notifying their supervisor.
- SAU Tech employees **MUST** notify their supervisor of any injury occurring on campus as soon as the incident occurs.
- The supervisor should then notify the human resources office as soon as possible.

## TORNADOS

**In the event of a “Tornado Warning” being issued for the immediate area, you will be notified by the university police department through the RAVE alert and ALERTUS desktop systems.**

-The building captain for your building is located on the front of the reference guide. That person will direct all staff and students to the holding area designated on building emergency plans posted inside each building, office and classroom. The building emergency plans are also available in SAU Tech’s Emergency Response Plan.

-If you are inside, and have not received an alert and you notice alarming weather, take cover in an interior room away from windows and outside doors. Get in the hallway or under a desk.

-If you are outside when tornado weather occurs, seek shelter in a ditch or depression in the ground and lie flat. If you are in a car, stop as quickly as possible and exit the vehicle and seek shelter in a ditch.

-In the event a tornado does strike the campus, the emergency response director will coordinate efforts with the university police and area authorities. A command post will be established and the emergency response team will direct students and staff to designated areas for evacuation and medical help.

## DEATH ON CAMPUS

**If you are witness to, or you are in the area when the death of a student or employee occurs, CALL 911!**

The next step is to notify the university police and remain at the scene. Notification will be made to departments or offices that are directly involved with the situation.

The scene of the death will be secured by the university police and an assessment made to determine if others are in danger, if a wrongful or suspicious death is involved, if the suspect could still be in the area, and if any buildings or the area needs to be evacuated or neutralized.

SAU Tech's Communications Office will be responsible for handling any media inquires. All inquires related to the incident should be directed to the communications office at 870.574.4533.

## HAZARDOUS SPILLS

If a hazardous substance is discovered or released on the campus, the individual making the discovery should notify the university police department immediately! Be ready to provide a description of the substance.

-If a telephone call is received or information is received stating that hazardous materials are somewhere on the campus, the person taking the call or receiving the information should:

- \*Write down the caller's phone number, note time of call and length and any distinguishing characteristics about the person's voice as to whether it is male or female, young, old, has an accent, etc.

- \* Do not hang up the phone when the call is completed. Keep the line open or place it on "hold" while you notify the university police by another phone or method. Wait until the police arrive, do not leave the area.

-It is possible, depending on the situation, that faculty and staff may be asked to leave all personal belongings and exit the building. In this case, faculty and staff should be the last to leave and conduct a quick review to make sure all students are evacuated.

-Depending on the circumstances, other directions may be given by university police as to evacuation areas, shelter locations, etc.

## **FLOODS**

**Faculty and staff are required to secure their work areas for flooding prior to being released.  
More information is available in SAU Tech's Emergency Response Plan.**

- Back-up computers
- Unplug computers, printers, and other electrical equipment and move, if possible, to a higher location off of the floor
- Move as much property as possible off the floor
- Store lab equipment
- Clear desks
- Assure that all hazardous material are properly protected and secured
- Empty trash cans
- Take home personal items of value
- Close and latch all windows and doors

**Stay tuned to local radio and TV stations and SAU Tech's website  
and Facebook for additional information.**

## EXPLOSIONS

### **In the event of an explosion on campus, take the following action:**

1. Immediately take cover under tables, desks, or other objects that can give protection against falling glass or other debris.
2. Walk quickly to the nearest unobstructed marked exit and ask others to do the same. Check for fire and other hazards as you evacuate.
3. If there is a fire, stay low to the floor and exit the building as quickly as possible.
4. DO NOT use elevators.
5. If you are trapped in debris, tap on a pipe or wall so that rescuers can hear where you are.
6. Report the emergency to the campus police office (870.574.4517) as soon as it is safe to do so. Give your name and describe the location and nature of the emergency.
7. Assist the disabled in exiting the building.
8. Once outside, move to a clear area at least 500 feet away from the affected building.
9. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and crews. Know your area assembly points.
10. If requested, assist emergency crews.
11. Do not return to an evacuated building unless you are told to do so by emergency personnel.

**In the event of an explosion off-campus, do not leave location until notified by the emergency building captain or other designated college representative.**

**Note: After any evacuation, report to your designated area assembly point. Remain there until the emergency building captain or other designated college representative takes an accurate headcount.**



## **CRIME IN PROGRESS**

**DO NOT TAKE UNNECESSARY CHANCES!**

Do not interfere with:

**Persons involved in a crime or law enforcement authorities at the scene.**

If you are victim of, are involved in, or witness any on-campus crime or violation of the law such as an assault, robbery, theft, overt sexual behavior, etc. that is in progress:

**CALL THE UNIVERSITY POLICE DEPARTMENT AT 870.574.4517  
AND MOVE TO AN AREA OF SAFETY UNTIL THE POLICE ARRIVE.**

You will be asked to provide the following information:

1. Nature of the the incident
2. Location of the incident
3. Description of person(s) involved
4. Locations of person(s) involved
5. If the person(s) left the scene, the direction of travel
6. What time the incident occurred
7. Your name, location, department and extension number

Get a good description of the criminal if personal safety allows. Note height, weight, gender, race, approximate age, clothing, vehicle make, direction of travel and name, if known.

## **ACTIVE SHOOTER**

Active shooter incidents, where a suspect has started shooting or is threatening to shoot are highly unpredictable and volatile. These incidents are also very rare. Here is a list of actions that are recommended, in addition to reviewing the procedures for campus lockdown in SAU Tech's Emergency Response Plan.

### **IF YOU ARE DIRECTLY INVOLVED OR YOU HEAR GUN SHOTS IN THE IMMEDIATE VICINITY:**

- Go to the nearest room or office and lock or barricade the door  
(If at all possible, lock any exterior doors to the building you are in at the time.)
- Turn off the lights
- Close the blinds or curtains
- CALL the university police at 870.574.4517
- Remain quiet and DO NOT answer or open the door until emergency personnel arrive

## UTILITY PROBLEMS

### **In case of utility problems, take appropriate action:**

Notify the physical plant at 870.574.4516

Follow any directions given by physical plant personnel

### **Other utility problems:**

**Gas Leaks:** Vacate the area and call the physical plant.

**Ventilation:** If smoke or strong burning odors occur, evacuate immediately.

**Elevator Failure:** Push button on elevator intercom. Describe the problem and remain calm until help arrives.

**Plumbing/Flooding:** If personal safety allows, shut off electrical equipment and evacuate the area.

**Electrical Failure:** Call the physical plant.

## EVACUATION

- Evacuation notification will be announced by the university police department through the RAVE alert system.
- Leave immediately by the nearest marked exit and alert others to do the same.
- Assist disabled persons in your area.
- Do not use elevators in the event of a fire, earthquake, or other emergencies.
- Once outside, proceed to the designated location.
- DO NOT LEAVE CAMPUS UNTIL INSTRUCTED TO DO SO.
- Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and personnel.

**When an evacuation of a building is ordered, the evacuation will be done in an orderly and safe manner. All faculty, staff and students are to assemble in areas designated by the university police or building captains. Evacuation orders may also be given for other emergencies.**

### **Building captains are to:**

1. Initiate evacuation procedures, as necessary.
2. Conduct a sweep of assigned areas – be certain that everyone has evacuated.
3. Close doors as areas are evacuated.
4. Note the location of any individual who may require emergency assistance and report to the university police.
5. Maintain an orderly evacuation.
6. Note any missing personnel and their last known location and report to the university police.
7. Report any suspicious activity or items to the university police.
8. Assemble personnel at a designated safe location and account for personnel.

## BOMB THREAT

If a suspicious package is discovered on the campus, the individual making the discovery shall immediately contact the university police and provide as much information as possible. At a minimum, the individual should provide a description of the suspicious package and any specific characteristics.

### BOMB THREAT CHECKLIST & TELEPHONE PROCEDURE INSTRUCTIONS: BE CALM, BE COURTEOUS, AND LISTEN. DO NOT INTERRUPT THE CALLER.

NOTIFY THE UNIVERSITY POLICE WHILE CALLER IS ON THE LINE.

Name of operator \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_

Number at which call was received \_\_\_\_\_

Number displayed on the campus phone called \_\_\_\_\_

Caller's Identity:

Male: \_\_\_\_\_ female: \_\_\_\_\_ Adult: \_\_\_\_\_ Juvenile: \_\_\_\_\_ Approximate Age: \_\_\_\_\_

Origin of Call: Local: \_\_\_\_\_ Long Distance: \_\_\_\_\_ Booth: \_\_\_\_\_ Internal: \_\_\_\_\_

VOICE CHARACTERISTICS: LANGUAGE:

\_\_\_\_ Loud \_\_\_\_\_ Soft \_\_\_\_\_ Excellent

\_\_\_\_ High Pitch \_\_\_\_\_ Pleasant \_\_\_\_\_ Fair

\_\_\_\_ Intoxicated \_\_\_\_\_ Other \_\_\_\_\_ Poor

\_\_\_\_ Foul \_\_\_\_\_ Righteous

MANNER:

\_\_\_\_ Calm \_\_\_\_\_ Angry

\_\_\_\_ Coherent \_\_\_\_\_ Incoherent

\_\_\_\_ Deliberate \_\_\_\_\_ Emotional

\_\_\_\_ Laughing \_\_\_\_\_ Other

SPEECH:

\_\_\_\_ Fast \_\_\_\_\_ Slow

\_\_\_\_ Distinct \_\_\_\_\_ Distorted \_\_\_\_\_ Local \_\_\_\_\_ Not Local

\_\_\_\_ Stutter \_\_\_\_\_ Nasal \_\_\_\_\_ Foreign

\_\_\_\_ Slurred \_\_\_\_\_ Lisp \_\_\_\_\_ Race

\_\_\_\_ Religion \_\_\_\_\_ Mixed

BACKGROUND NOISES:

\_\_\_\_ Factory Machines \_\_\_\_\_ Trains

\_\_\_\_ Bedlam \_\_\_\_\_ Animal

\_\_\_\_ Music \_\_\_\_\_ Quiet

\_\_\_\_ Office Machines \_\_\_\_\_ Voices

\_\_\_\_ Airplanes \_\_\_\_\_ Street Traffic \_\_\_\_\_ Party

PRETEND DIFFICULTY WITH HEARING, KEEP CALLER TALKING. QUESTIONS TO ASK:

When will it go off? \_\_\_\_\_

Where is it located? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

Where are you calling from? \_\_\_\_\_

What is your name and address? \_\_\_\_\_

ACTION TO TAKE IMMEDIATELY AFTER RECEIVING CALL:

Write down the phone number displayed on the campus phone caller ID, record the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the callers voice, to include male/female, accent, age, etc. and the possible location.

Do not hang up the phone when the call is completed. Keep the line open or place it on "HOLD."

Immediately contact the university police and advise them of the call.