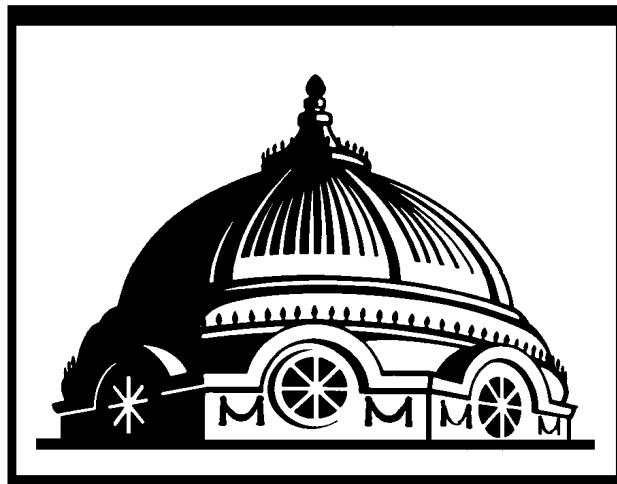


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# **SOUTHEAST MISSOURI STATE UNIVERSITY**

## **CAMPUS EMERGENCY PREPAREDNESS GUIDE**



**Southeast**  
Missouri State University

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## **SOUTHEAST MISSOURI STATE UNIVERSITY**

### **Campus Emergency Preparedness Guide**

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## PREFACE

This Emergency Procedures Guide has been designed to provide a basic contingency manual for the University Administration in order to plan for campus emergencies. While this guide does not cover every conceivable situation, it does supply the basic administrative structure and guidelines necessary to cope with most campus emergencies.

Campus emergency operations will be conducted within the framework of existing University guidelines. Any exceptions to these crisis management procedures will be conducted by, or with the approval of, those University Administrators directing and/or coordinating the emergency operations.

All requests for procedural changes, suggestions, or recommendations will be submitted in writing to the Director of Public Safety for review who will in turn submit it to the Campus Emergency Preparedness Committee. All changes recommended by the Committee will be submitted in writing to Administration for evaluation and adoption.

# **MAJOR EMERGENCY GUIDELINES**

## **PURPOSE**

The basic emergency procedures outlined in this guide are designed to enhance the protection of lives and property through effective use of University and Campus community resources. Whenever an emergency affecting the campus reaches proportions THAT CANNOT BE HANDLED BY ROUTINE MEASURES, the President, or his/her designate, may declare a state of emergency and these contingency guidelines will be implemented.

## **SCOPE**

These procedures apply to all personnel, buildings, and grounds owned and operated by Southeast Missouri State University, to include those peripheral areas adjoining the University.

## **ASSUMPTIONS**

The University emergency contingency plan is based on a realistic approach to problems that are likely encountered on campus during a major emergency or disaster. Therefore, the following are general guidelines:

1. An emergency, or a disaster, may occur at any time of the day, night, weekend, or holiday with little or no warning.
2. The succession of events in an emergency are not predictable; therefore, published support and operational plans will serve only as guidelines and checklists, and may require field modification in order to meet the specific requirements of the emergency.
3. Disasters may affect residents in the geographical location of the University; therefore, city, county and federal emergency services may not be available. A delay in off-campus emergency services can be expected (up to 48-72 hours).
4. A major emergency may be declared if information indicates that such a condition is developing or is probable.

## **DECLARATION OF A CAMPUS STATE OF EMERGENCY**

The authority to declare a “**Campus State of Emergency**” rests with the University President, or his/her designate. Before a campus state of emergency is declared by the President, he/she should consult with the Emergency Coordinator, and local and state emergency preparedness officials when practical. In the event that a state of emergency

is declared in the region prior to the President's declaration, the University will automatically be in a state of emergency and will not require a specific declaration by the President.

**Pre-Activation Meeting:** At the onset or during the period of any campus emergency that has the potential to escalate to a classified emergency, the Public Safety Director or his/her designate, shall request an emergency pre-activation meeting with the Executive staff to consult with the President and/or his/her staff regarding the status and scope of the emergency at hand. At the meeting, emergency measures taken to meet the emergency and safeguard persons will be reviewed as well as any resulting need for declaration of a classified state of emergency, as defined on page four (Level 1, 2 or 3). If the event requires an emergency declaration, the Emergency Operations Procedures will be implemented.

When this declaration is ordered, only registered Southeast Missouri State University students, faculty, staff, and affiliates (i.e., persons required by their employment) are authorized to be present on campus. Those who cannot present proper identification (registration, employee identification card, or other ID) showing their legitimate business on campus may be asked to leave campus. Unauthorized persons remaining on campus will be subject to arrest in accordance with the appropriate legal statutes.

In addition, only those faculty and staff members who have been assigned emergency Response team duties, or issued an official emergency pass, will be allowed to enter the immediate disaster site.

In the event of an earthquake, aftershocks, fires, storms, or other major disasters occurring on or about the University Campus, University Police Officers, or other designees, will be dispatched to determine the immediate extent of personal injuries and damages to University property.

An Emergency Response Team (ERT) has been trained to respond to the Emergency Operations Center (EOC) when activated by the Emergency Director or his/her designate. The ERT members have the task of responding to specific segments of campus and will make contact with the assigned building coordinator, if available, to make a visual assessment of evident injuries or damages. Once assessment has been completed, communication will be made with the EOC to request the proper amount of emergency response required.

## **DEFINITIONS OF AN EMERGENCY**

The University President, or his/her designate, serves as the Emergency Director during any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist building and area coordinators in determining the appropriate response.

In most cases the on-duty supervisor of the University Police Department, or the University Police Officer at the scene, will make the initial determination that a classified emergency has occurred or is developing. These procedures provide guidelines for classifying occurrences that require a commitment of resources which is beyond normal day-to-day operations.

## **CLASSIFICATIONS OF EMERGENCIES**

### **Level One Emergency:**

Definition: A Level One Emergency is an occurrence that has the potential to require resources in excess of those available to the responding University department. The initial implication is that the responding department will require a significant amount of assistance from another department or agency to bring the situation under control. This level will only be declared if the situation has the potential of escalating to a higher classification.

### **Classification Procedures:**

1. Initial control of the affected area will be established by the first University Police Officer at the scene of the incident. He/she will maintain such control until relieved by a senior official.
2. When it becomes apparent that control of the incident is beyond the response capabilities of the initial responding officer, and will require a significant amount of assistance from another department or agency to bring the situation under control, a Level One Emergency will be declared.
3. The following individuals have the authority to make this classification:
  - Senior (ranking) University official at the scene. Initially there may be only one person at the scene.
  - Director of Department of Public Safety, or his/her designate, who may be at the scene.
  - The ranking person available in the chain of command at Southeast Missouri State University.

### **EOC Staffing:**

1. The Emergency Director of Southeast Missouri State University (President and/or Vice President–Finance and Administration–Vice President, Enrollment Management and Student Success or the Provost) will be

contacted. At the direction of the emergency director, or his/her designate, the Board of Regents may be contacted.

2. The Emergency Coordinator of Southeast Missouri State University (Director of Public Safety) will be contacted and report to the EOC, or the scene, as necessary.
3. Any Department Directors or Deans of the University whose departments are affected will be contacted and will report to the EOC or to the scene as directed. At this time it will be determined what personnel are required to control operations. This determination will be made by the officials present.
4. ERT members will be notified and requested to report immediately to the EOC.

#### **Level Two Emergency:**

Definition: A Level Two Emergency is one that requires a major response and the significant commitment of resources from several University departments, but will still be within the capabilities of the University to control (i.e. isolated damage due to a tornado).

#### **Classification Procedures:**

1. Initial procedures will be the same as those in a Level One incident.
2. A Level Two declaration may be made by the University President, or his/her designate. On order of the University President, or his/her designate, the Board of Regents may be contacted.

#### **EOC Staffing:**

1. The Emergency Director of Southeast Missouri State University (President and/or Vice President–Finance and Administration–Vice President, Enrollment Management and Student Success or the Provost) will be contacted. At the direction of the emergency director, or his/her designate, the Board of Regents may be contacted.
2. The Emergency Coordinator of Southeast Missouri State University (Director of Public Safety) will be contacted and report to the EOC or the scene as directed.
3. All Department Directors and Deans will be notified of the event. At this time it will be determined what personnel will be required to control operations. This determination will be made by the officials present at the EOC. Any Department Directors or Deans of the University whose departments are affected by the event will be contacted and will report to the EOC or to the scene as directed.

4. ERT members will be notified and requested to report immediately to the EOC.

### **Level Three Emergency:**

Definition: A Level Three Emergency is one that requires an extensive response and commitment of resources from all departments and/or agencies and could necessitate requesting outside assistance. (Example: Major tornado damage over large areas of campus with extensive casualties or any other incident requiring the evacuation of a significant area.)

### **Classification Procedures:**

1. Initial steps the same as Level One and Level Two Emergencies.
2. Classification must be made by the University President or his/her designate.
3. Classification is made after EOC is activated by the Emergency Response Team.

### **EOC Staffing:**

1. The Emergency Director of Southeast Missouri State University (President and/or Vice President–Finance and Administration–Vice President, Enrollment Management and Student Success or the Provost) will be contacted. At the direction of the emergency director, or his/her designate, the Board of Regents may be contacted.
2. The Emergency Coordinator of Southeast Missouri State University (Director of Public Safety) will be contacted and report to the EOC or the scene as directed.
3. All Department Directors will be notified. Then EOC personnel will decide who is required to report to the EOC.
4. ERT members will be notified and requested to report immediately to the EOC.

## **RESPONSIBILITIES**

### **PRESIDENT**

The University President, or designate, is responsible for the overall direction of campus emergency operations as outlined in the Campus Emergency Response Team section of this guide. The President will establish a specific line of emergency authority composed of designated University Executives/Administrators to act as Alternate Emergency Director in his/her absence.

### **ADMINISTRATORS, DEANS, AND DEPARTMENT HEADS**

Every Administrator, Dean, and Department head may appoint a specific person as the Building Coordinator for every activity under their control, and they shall have the following general responsibilities prior to and during any emergency.

1. Emergency Preparedness
  - a) Building evaluation information shall be discussed, on-the-job training, or explanation as required. Contact Campus Emergency Response Team for assistance.
  - b) Time shall be allotted to employees in order to enhance the University's preparedness plans.
  - c) Time shall be allowed for training of employees in emergency techniques such as: fire extinguisher usage, first aid, and building evacuation drills. Contact Campus Emergency Preparedness Committee for assistance.
2. Emergency Situations
  - a) Inform all employees under their direction of the emergency condition.
  - b) Evaluate the impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation.
  - c) Maintain emergency communications with officials from their own area or from an alternate site if necessary.
  - d) Identify people with disabilities routinely each semester.

## **FACULTY AND STAFF SUPERVISORS**

Faculty and staff supervisors have the responsibility to:

1. Educate students and/or staff concerning University emergency procedures as well as evacuation procedures for their building and/or activity.
2. Inform students and/or staff of an emergency and lead students/staff to initiate emergency procedures.
3. Inform students, staff, and faculty to conform to building evacuation guidelines during an emergency, and to report to a designated assembly area outside the building where a head count will be taken.
4. Evaluate and survey the surroundings for which they are responsible to estimate the impact a disaster could have on their facility. Report all safety hazards to the Campus Safety Specialist at Facilities Management. Work orders to reduce hazards and to minimize accidents should be promptly submitted to Facilities Management. Routine work involving residence halls should be referred to the Office of Residence Life.

## **DIRECTION AND COORDINATION**

### **EMERGENCY DIRECTOR**

All emergencies shall be directed by the President, or his/her designate, as listed below:

In the absence of the President, or his/her designate, the Director of the Department of Public Safety shall assume operational control of the emergency until relieved by the University President or his/her designate.

### **EMERGENCY COORDINATOR**

All emergency activities shall be coordinated by the Director of Public Safety, or his/her delegated designate. The direct operational control of a campus major emergency or disaster is the sole responsibility of the University Emergency Director; (i.e., the President, or his/her designate). The coordination of the Campus Emergency Response Team is the responsibility of the Public Safety Director who will coordinate all on-campus emergency functions as directed.

## **UNIVERSITY NOTIFICATION SYSTEM**

### **ALERTING PROCEDURES:**

1. It will be the responsibility of the Emergency Coordinator, Assistant Coordinator, or Dispatcher on duty to promptly spread the notification of a classified emergency.
2. Warning plans, procedures and guidelines for emergency notification will be established by and are the responsibility of the Marketing and University Relations.
3. Warning plans, procedures, and alerts will be implemented using a multi-level approach with various tools and technologies available for deployment at the time of and best suited for a specific incident.
4. Situations requiring notification that are not covered by these checklists will be handled on a case-by-case basis by the Emergency Coordinator.

## **CAMPUS EMERGENCY RESPONSE TEAM**

In addition to establishing an Emergency Operations Center as necessary, the Department of Public Safety shall immediately begin contacting necessary members of the Campus Emergency Response Team which consists of the following personnel:

**Emergency Director:** President, Southeast Missouri State University, or designate

**Emergency Coordinator:** Director, Department of Public Safety

**Dean of Students**

**Building Coordinator:** (At building assembly area, unless notified to respond to the EOC)

**Campus Public Safety:** Assistant Director, Public Safety and Public Safety resources as necessary

**Damage Assessment:** Director, Facilities Management

**Environmental Health & Compliance:** Risk Manager and Safety Specialist

**Food & Housing Officer:** Director, Residence Life

**Hazardous Materials Response:** Director Center for Environmental Analysis

**Human Resources:** Director

**Information Technology:** Assistant Vice President for Information Technology

**Telecommunications:** Director

**Medical Officer/Crisis Team:** Director, Center for Health & Counseling & Family Nurse Practitioner

**Public Information:** Assistant to the President for University Relations and Director, News Bureau

**Purchasing:** Director

**NOTE:** Campus Emergency Response Team members will be selected and notified as determined by the Emergency Director and/or the Emergency Coordinator. At the time of initial activation, members will be told where to assemble, and will be told at what level continuing communication with the EOC is required. Additional members from the ERT will be notified and activated as necessary, dependant upon the type of incident, the availability of other ERT members, and the expected length of time the EOC will be activated.

## **CAMPUS EMERGENCY RESPONSE TEAM MEMBER DUTIES:**

Report directly to the Emergency Operations Center (except Building Coordinators, unless notified).

Receive specific instructions on work assignments from the Emergency Director or his/her designate.

**EMERGENCY DIRECTOR:** President, Southeast Missouri State University or designate

Is responsible for the overall direction of the University's Emergency response.

Works with the Public Safety Director and others in assessing the emergency and preparing the University's specific response.

Declares and ends, when appropriate, the "**Campus State of Emergency**" as defined in the Major Emergency Guidelines Section of this guide.

Notifies and conducts liaison activities with University Administration, governmental agencies, Emergency Response Team, and others as necessary.

**EMERGENCY COORDINATOR:** Director, Public Safety

Is responsible for overall implementation of the University's Emergency Response.

Determines or assists in the determination of the classification of the emergency and establishes appropriate emergency command post.

Initiates immediate contact with the President and University Administration and begins assessment of the University's condition.

Notifies and utilizes Public Safety Police Personnel and, if necessary, student aides, to maintain safety and order.

Notifies/initiates immediate contact with members of the Campus Emergency Response Team and advises them of the nature of the emergency.

Notifies and conducts liaison activities with appropriate outside organizations, such as municipal fire and police departments, and state emergency management officials.

Ensures appropriate notification is made to off-campus residences of staff members when necessary.

Performs other related duties as warranted by the specific emergency.

### **BUILDING COORDINATOR:**

#### **Prior to Disaster:**

Develops building evacuation plans with assistance from the Campus Emergency Preparedness Committee or Safety Specialist. These must include specific plans for the evacuation of disabled occupants.

Appraises the Public Safety Office and Safety Specialist of any changes in the Building Emergency Plan.

Coordinates with the Department of Public Safety or Safety Specialist, Building Plan training for occupants.

Maintains, updates, and apprises the Department of Public Safety and the Safety Specialist lists of the building occupancy.

Informs the Emergency Preparedness Committee of any potential, chemical hazards, or physical weaknesses of their respective buildings.

#### **After a Disaster:**

Notifies building occupants of the emergency situation.

Evaluates the impact the emergency has had on the building. Takes appropriate action as necessary, including ceasing operations and initiating building evacuation if necessary.

Provides to the EOC a preliminary status report on building occupants received from initial headcounts at the building assembly area.

Maintains communications from the building assembly area to the EOC.

### **CAMPUS PUBLIC SAFETY & COMMUNICATIONS:** Assistant Director, Department of Public Safety and Public Safety resources as necessary.

Maintains the Public Safety Emergency Operations Center in a state of constant readiness.

Notifies University Administrators of major emergencies.

Monitors campus emergency warning and evacuation systems.

Takes immediate and appropriate action to protect life, property, and to safeguard records as necessary.

Obtains assistance from city, county, and federal agencies for emergency radio monitoring and first aid as required.

Provides traffic control, access control, perimeter and internal security patrols, and fire prevention services as needed.

Provides and equips both primary and secondary sites for the Emergency Command Post.

**DAMAGE ASSESSMENT:** Director, Facilities Management

Serves as Resource Manager for all equipment.

Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, rescue teams, damage assessment, debris clearance, emergency repairs, and equipment protection.

Provides vehicles, equipment, and operators for movement of personnel, equipment, and supplies; assigns vehicles as required to the Emergency Response Team and Campus Emergency Preparedness Committee for emergency use.

Obtains the assistance of utility companies as required for emergency operations.

Furnishes emergency power and lighting system as required.

Surveys habitable space and relocates essential services and functions.

Provides facilities for emergency generator fuel during actual emergency or disaster periods.

Provides for storage of vital records at an alternate site. Coordinates with building and area coordinators for liaison and necessary support.

**ENVIRONMENTAL HEALTH AND COMPLIANCE:** Safety Specialist

Provides technical and safety assistance to reduce hazards prior to and during emergency or disaster conditions.

Investigates and presents an evaluation of campus hazards to environmental health and industrial safety.

Acts as liaison with Building Coordinators, the campus community with disabilities, the President, and other specialized University personnel.

Conducts liaison activities with the Director of Residence Life and Public Safety in order to ensure accurate accounting for all residents with disabilities on campus.

#### **FOOD & HOUSING OFFICER:** Director, Residence Life

Provides food and maintains housing services as required during periods of emergencies or disasters.

Communicates with Public Safety on a regular basis regarding persons with disabilities living on campus.

Identifies facilities that are suitable for temporary lodging and feeding.

Readies and converts facilities to provide food, shelter, and waste disposal.

Develops procedures for the management of housing and food activities including: registration, feeding, lodging, sanitation, notification of relatives, communication to family.

Develops and has available registration forms that contain pertinent data.

Plans and executes food and water distribution to needy persons.

Develops procedures to assist evacuees with medical problems.

Participates in tests, exercises, and drills.

Updates and changes plans as required.

#### **HUMAN RESOURCES:**

Maintains and supplies current records of employees and the buildings to which they are assigned.

Records, maintains, and provides resource list of specific job skills for each employee as related to emergency response.

Records, maintains, and provides listing of employee personal data.

Audits and records personnel costs during disaster/emergency recovery.

## **IT – SYSTEMS AND OPERATIONS:**

Maintains and updates building rosters by building, by day of the week, and by hour of the day.

Provides immediate analysis of campus network systems; analyzes potential failures, proposes remedies and makes them operational in a incident.

Assists with internal communications for incident response.

Assists in bringing the Emergency Operations Center online for immediate network capability and in identifying space and equipment needs for Emergency Operations Center, during incident response.

## **IT – TELECOMMUNICATIONS:**

Provides immediate analysis of telecommunications systems.

Maintains inventory of all emergency telephone equipment.

Provides technical information in the Emergency Operations Center as related to telecommunications during an emergency operation.

Brings communication systems online at the Emergency Operations Center during an incident.

Acts as liaison between state and local communication providers.

## **MEDICAL OFFICER: (Contracted)**

Coordinates all emergency medical activities and coordinates trained medical personnel at the disaster site when warranted.

Prepares and staffs Student Health with necessary personnel and equipment.

Establishes liaison with local medical facilities and physicians to provide necessary support.

**PUBLIC INFORMATION:** Assistant to the President, Vice President – University Advancement, Director of Marketing and University Relations, Director of News Bureau

Coordinates a multitude of layered communication tools to relay emergency information, including, but not limited to:

- An outdoor warning system to broadcast specific information.
- “Urgent Alerts” of emergency messages immediately posted to the primary audience pages of the University’s Web site at [www.semo.edu](http://www.semo.edu).
- Emergency alert messages posted within the student portal, “My Southeast.”
- Emergency e-mail messages sent to all students, faculty and staff.
- Regional media notifications of emergency situations. (see the list of media outlets at <http://www.semo.edu/emergency/tv-radio.html>)
- A messaging system for notification of emergency communications to land-line telephones.

Establishes liaison with the news media for dissemination of information as requested by the President.

Establishes liaison with local radio and TV services for public announcements.

Arranges for photographic and audio visual services.

Advises the President, or designee, of all news concerning emergency situation.

Prepares news releases, media alerts, and statements for dissemination to media concerning the emergency.

#### **HAZARDOUS MATERIALS:** Director, Center for Environmental Analysis

Provides analytical and technical support to the Hazardous Materials Response Team for chemical and biological release events.

Provides technical assistance and advice for other hazards as identified by University Police, the Emergency Director or the Emergency Coordinator.

Consults radiological officer as necessary for building specific or event specific response.

#### **PURCHASING:**

Acts as focal point for University personnel for the procurement of commodities, services, and supplies.

Coordinates, as necessary, between vendors and University personnel with regard to initial purchases, delivery, problems, etc.

Coordinates with State Purchasing Office (state contracts, etc.).

Issues purchase orders and tracks purchases as appropriate.

Delegates authority to other departments to bid as necessary and appropriate.

Coordinates with other universities and/or state entities to utilize existing contracts as necessary.

**UNIVERSITY CRISIS TEAM:** Director, Center for Health and Counseling

Reports directly to Emergency Operations Center.

Begins an evaluation of needs as a result of the disaster

Works with University officials, Missouri and Cape County Health Departments, Community Counseling Center and other local authorities to identify legal authority, decision makers, and thresholds to institute crisis response measures such as first responder support, coordinating information about students and employees, and provision of critical incident stress debriefings on campus during an emergency.

Develops plans to provide psychological support/ care at reception centers should people be evacuated to the centralized areas.

Coordinates support with local mental health community resources (Community Counseling Center, Family Counseling Center, etc.) as well as any appropriated emergency medical activities.

Coordinates liaison with local hospitals and physicians as appropriate.

## **EMERGENCY OPERATIONS CENTER**

When a major emergency occurs, or is imminent, it shall be the responsibility of the Department of Public Safety to set up and staff an appropriate Emergency Operations Center. The existing department facilities in the Public Safety office are also to be kept fully operational at all times.

### **PRIMARY AND SECONDARY OPERATIONS CENTER**

The primary location of the Emergency Operations Center, during an emergency, is located at the Department of Public Safety Communication Center at 1401 N. Sprigg Street, Cape Girardeau, MO.

If the Primary Emergency Operations Center inoperable or does not meet response requirement of an event, a Secondary Emergency Operations Center will be established in Room 008B of Robert A. Dempster Hall.

### **FIELD EMERGENCY OPERATIONS CENTER**

In the event of a major disaster where both Primary and Secondary Emergency Operations Centers are rendered inoperable, an Emergency Operations Center will be established in one of the buildings that have remained intact and deemed structurally secure. This determination will be made by the University President or the next person in succession that is authorized to make the decision.

If a disaster occurs that renders no university building safe to occupy as an Emergency Operations Center, a Field Emergency Operations Center (a University patrol car or other designated mobile unit) will be located near the center of campus, and all members of the Campus Emergency Preparedness Committee and the Emergency Response Team will report to this location. The University Departments that have radio equipment available will have that radio equipment transported to the Emergency Operations Center at the mobile unit for distribution.

## **PROCEDURES REVIEW, PRACTICES AND NOTIFICATION**

### **EMERGENCY PROCEDURES REVIEW**

1. An annual review of the Emergency Preparedness Guide will be conducted and updates completed as necessary.
2. All changes recommended by the review will be submitted in writing for evaluation and adoption.
3. The Department of Public Safety will disseminate information reflecting procedural changes to the campus community.

### **EMERGENCY PROCEDURES TRAINING/EXERCISES**

1. Full scale practice drills will be conducted annually, or as directed. Fire drills in residence halls will be conducted under the supervision of the Office of Residence Life and the Safety Specialist.
2. All campus emergency personnel and occupants of the affected building(s) are to fully participate in these drills.
3. Any procedural changes found necessary through conducting the drills are to be submitted in writing to the Director of Public Safety for review, who will submit them to the Administration. All changes recommended by the Committee will be submitted in writing to Administration for evaluation and adoption.

## **SPECIFIC EMERGENCY PROCEDURES**

### **PREPAREDNESS BASICS**

Planning and common sense prepare us for the unexpected. Being prepared can reduce the fear, anxiety, and losses that accompany disasters.

1. Create supply kits and communication plans. (Remember every emergency supply kit is unique and should be created with any special needs in mind.)
2. Know threat potential.
3. Know what to do in the event of a fire and where to seek shelter during a tornado.
4. Be ready to evacuate buildings and take refuge in public shelters. Know how to care for basic medical needs.
5. Reduce the impact of disasters by preparing for them (e.g. flood proofing and securing items that could shake loose in an earthquake).
6. Be ready to be self-sufficient for at least three days. This may mean providing shelter, first aid, food, water, and sanitation.

### **GUIDELINES FOR ESTABLISHING BUILDING SPECIFIC PLANS**

1. Building specific plans should be coordinated between the Building Coordinator, Alternate Building Coordinator(s), and any Floor Coordinators.

*NOTE: Cooperation between building coordinators, assistant building coordinators, floor coordinators, and all staff during the planning and exercise process will facilitate a better response plan during an event.*

2. The following information should be included in the “Building Specific Plan”:
  - a) Names of Building Coordinator and assistants, including phone numbers and room numbers
  - b) Floor plans
  - c) Designated emergency evacuation routes
  - d) Designated assembly areas
  - e) Locations of emergency supplies
  - f) Locations of fire extinguishers
  - g) Building specific details concerning emergency evacuation and procedures following emergencies
  - h) The date of implementation – and the dates of revisions
  - i) Page numbers-total pages (example: Page 1 of 6).

- j) The location of emergency shut-off valves such as electrical/gas.

## **GENERAL EVACUATIONS PROCEDURES**

1. Building evacuations begins by an audible interior alarm or by notification by the University Department of Public Safety or the Building Coordinator.
2. Know the exits from your area and building. Know the routes from your work area.
3. If necessary or directed to do so by the University Department of Public Safety or the Building Coordinator, activate the building alarms, by activating the nearest pull station. After activating the alarm, call DPS with details about the event.
4. When the building evacuation alarms sound or when told to leave by the University Department of Public Safety or the Building Coordinator, move quickly to the nearest exit and tell others to do the same.
5. **ASSIST PEOPLE WITH DISABILITIES IN EXITING THE BUILDING!**  
Remember that elevators are reserved for their use only. DO NOT USE ELEVATORS IN CASE OF FIRE.
6. Once outside, move to an assembly area away from the affected building and check in with an assembly area coordinator or co-worker. Keep the streets and walkways clear for emergency vehicles and personnel.
7. If requested, assist the University Department of Public Safety and/or the Building Coordinator.
8. A Department of Public Safety Emergency Operations Center (EOC) may be set up near the emergency site. Keep clear of the Emergency Operations Center (EOC) unless you have important information to report.
9. **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed to do so by the University Department of Public Safety or the Building Coordinator.

Refer to the Building Coordinator for emergency procedures specific to your building.

## **REPORTING CAMPUS EMERGENCIES & CRIMES**

### **FROM A UNIVERSITY EXTENSION:**

<b>UNIVERSITY POLICE</b>	<b>911</b>
<b>FIRE</b>	<b>911</b>
<b>AMBULANCE</b>	<b>911</b>

### **FROM A CELL PHONE:**

**Program University Police 24-hour Emergency Number into your cell phone.**

**573-651-2911**

Everyone is asked to help make the campus a safe place by being alert to suspicious situations or individuals. The quickest and easiest way to report this information and to obtain professional help for any type of emergency is to phone the University Department of Public Safety.

1. If you are the victim or witness to a violation of the law, or if you need to report an emergency of any kind, immediately contact the University Department of Public Safety by dialing **911**.
2. When calling, stay calm and carefully describe the incident and location of the event to the University Department of Public Safety Communicator. Do not hang up until told to do so.
3. Assist the police when they arrive by supplying them with all additional information and ask others to do the same.
4. Notify the Building Coordinator, when an incident affects a large area or building and in the event of a natural disaster.

Refer to the Building Coordinator for emergency procedures specific to your building

## **CIVIL DISTURBANCE OR DEMONSTRATIONS**

Most campus demonstrations will be peaceful and everyone should attempt to carry on business as normally as possible. Avoid provoking or obstructing the demonstrators.

1. Should a disturbance occur, call the University Department of Public Safety at extension 911. To avoid causing additional trouble, use a private office when making the call. The procedures outlined under number "3" below should also be considered.
2. A **threatening disturbance** should be reported immediately to the University Department of Public Safety and the Building Coordinator.
3. If you feel threatened and operation should be ceased, secure the work area, evacuate the work space and alert others in the area of the situation.
4. The University Department of Public Safety will assess the situation. Participants who refuse may be subject to prosecution if any Municipal, and/or State Laws have been violated.
5. If a class lecture is disrupted, call the University Department of Public Safety at extension 911.

## **EXPLOSION, AIRCRAFT CRASH, OR SIMILAR INCIDENT**

In the event a violent accident such as an explosion or aircraft crash occurs on campus that would render a building or area unsafe, take the following actions:

1. Immediately take cover.
2. After the effects of the incident, notify the University Department of Public Safety (extension 911) and the Building Coordinator. Give your name and describe the location and nature of the emergency.
3. If building evacuations are necessary, move quickly to the nearest exit and tell others to do the same.
4. **ASSIST PEOPLE WITH DISABILITIES IN EXITING THE BUILDING!**  
Remember that elevators are reserved for their use only. **DO NOT USE ELEVATORS IN CASE OF FIRE.**

5. Once outside, move to an assembly area away from the affected building and check in with an assembly area coordinator or co-worker. Keep the streets and walkways clear for emergency vehicles and personnel.
6. If requested, assist the University Department of Public Safety and/or the Building Coordinator.
7. A Department of Public Safety Emergency Operations Center (EOC) may be set up near the emergency site. Keep clear of the Emergency Operations Center (EOC) unless you have important information to report.
8. **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed to do so by the University Department of Public Safety or the Building Coordinator.
9. Refer to the Building Coordinator for emergency procedures specific to your building.

## **TORNADO**

1. **During a tornado** stay calm and quickly follow the steps outlined below.
2. Listen to EAS or NOAA weather radio for timely and accurate information. Updates on conditions during and after the storm are broadcast as well.
3. If indoors, seek shelter in the lowest level of the building. Interior hallways or rooms are preferable. **STAY AWAY FROM WINDOWS.** Do not open windows. Get under a sturdy table.
4. If outdoors, take cover in the nearest ditch or depression. Avoid power lines, buildings, and trees. Do not get under an overpass or bridge. Watch for flying debris. **DO NOT STAY IN A CAR OR ATTEMPT TO OUTRUN THE TORNADO.**
5. After the tornado has passed, evaluate the situation and if emergency help is necessary, contact the University Department of Public Safety at extension 911 and the Building Coordinator. Be aware at all times of dangerous structural conditions around you. Avoid fallen power lines or broken utility lines; stay out of damaged areas until told that it is safe to enter; stay out of damaged buildings.

6. Damage should be reported to the University Department of Public Safety.  
NOTE: Gas leaks and power failure create special hazards. Please refer to the section on utility failure.
7. **ASSIST PEOPLE WITH DISABILITIES IN EXITING THE BUILDING!**  
Remember that elevators are reserved for their use only. DO NOT USE ELEVATORS IN CASE OF FIRE.
8. Once outside, move to an assembly area away from the affected building and check in with an assembly area coordinator or co-worker. Keep the streets and walkways clear for emergency vehicles and personnel.
9. If requested, assist the University Department of Public Safety and/or the Building Coordinator.
10. **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed to do so by the University Department of Public Safety or the Building Coordinator.
11. If necessary the Emergency Operations Center (EOC) will be activated at the Department of Public Safety or as near to the Department of Public Safety as possible.
12. Refer to the Building Coordinator for emergency procedures specific to your building.

## **SEVERE THUNDERSTORM**

1. **During a severe thunderstorm** stay calm and follow the steps outlined below.
2. If you are outdoors, attempt to get into a building or a hardtop car and keep the windows closed. If no structure is available, as quickly as possible, go to an open space and squat low to the ground. Kneel or crouch with hands on knees. NEVER STAND BENEATH A SINGLE LARGE TREE IN THE OPEN.
3. Avoid tall structures, such as towers, tall trees, fences, telephone lines, or power lines. Stay away from natural lightning rods. STAY AWAY FROM FOUNTAINS.
4. If you are isolated in a level field and feel your hair stand on end, which indicates that lightning is about to strike, drop to your knees and bend

forward, putting your hands on your knees. DO NOT LIE FLAT ON THE GROUND.

5. Be aware of the potential for flooding in low-lying areas. If flash flooding is possible, go to higher ground.
6. If you are in a vehicle, pull safely onto the shoulder of the road away from any trees that could fall on the vehicle. Stay in the vehicle and turn on the emergency flashers until the heavy rains subside. If flash flooding is possible, abandon the vehicle and climb to higher ground. Avoid flooded roadways.
7. If you are indoors, listen to EAS or NOAA radio for the current storm information.

Do not handle any electrical equipment or telephones because lightning could follow the wire. Television sets are particularly dangerous at this time. Use telephones ONLY in an emergency. Do not take a bath or shower. Metal pipes can transmit electricity. Turn off air conditioners.

## **EARTHQUAKE**

1. During an earthquake, remain calm and quickly follow the steps outlined below.

**DROP**

**COVER**

**HOLD**

2. **If indoors, stay there.** Quickly move to a safe location near the structural strong points of the room such as under a strong desk, a strong table, or along an interior wall. Protect yourself from falling objects. Avoid taking cover near windows, large mirrors, hanging objects, heavy furniture, heavy appliances or fireplaces. EXIT THE BUILDING ONLY AFTER THE SHAKING STOPS.
3. If outdoors, move quickly away from buildings, utility poles, and other structures. Caution: Always avoid power or utility lines as they may be energized.
4. If you are driving, slow down smoothly and stop on the side of the road. Avoid stopping on or under bridges and overpasses, or under power lines, trees and large signs. Stay in your car.
5. After the initial shock, evaluate the situation. Check for injuries; attend to injuries if needed, help ensure the safety of people around you. If emergency

help is needed, call the University Department of Public Safety at extension 911. **Protect yourself at all times and be prepared for after-shocks.**

6. Damaged facilities should be reported to the University Department of Public Safety and the Building Coordinator. Note: Gas leaks and power failure create special hazards. Please refer to the sections on Utility Failures.
7. **ASSIST PEOPLE WITH DISABILITIES IN EXITING THE BUILDING!**  
Remember that elevators are reserved for their use only. DO NOT USE ELEVATORS IN CASE OF FIRE.
8. Once outside, move to an assembly area away from the affected building and check in with an assembly area coordinator or co-worker. Keep the streets and walkways clear for emergency vehicles and personnel.
9. If requested, assist the University Department of Public Safety and/or the Building Coordinator.
10. If necessary the Emergency Operations Center will be activated at the Department of Public Safety or as near to the Department of Public Safety as possible.
11. All emergency procedures will be directed through the EOC. Building Coordinators will be in contact with the EOC—communications will flow through the Building Coordinators.
12. **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed to do so by the University Department of Public Safety or the Building Coordinator.
13. Refer to the Building Coordinator for emergency procedures specific to your building.

## **MEDICAL AND FIRST AID**

1. If an injury or illness occurs, immediately call 911. Describe the nature and severity of the medical problems and the location of the victim.
2. The Department of Public Safety will initiate First Responders and respond to the incident.

3. Remember to:

- a. Keep victim still and comfortable. DO NOT MOVE THE VICTIM.
- b. Ask victim, "Are you okay?" and "What is wrong?"
- c. Check breathing and airway. Give rescue breathing if necessary and capable.
- d. Control serious bleeding by direct pressure on the wound.
- e. Continue to assist the victim until help arrives.
- f. Look for emergency medical I.D., question witnesses, and give all information to the Department of Public Safety. Professional medical care should be sought after first aid is given.

**Mouth to Mouth Resuscitation**

If you have been trained to do rescue breathing, proceed as trained.

**Poisoning and Overdose**

Determine what substance is involved and how taken.

Stay with the victim and assist as necessary.

If choking, lower the victim's head.

**Fainting and Unconsciousness**

Have the victim lie or sit down and rest.

Keep the victim comfortable, not hot or cold.

Ask or look for emergency medical alert bracelet.

Treat other injuries as necessary.

**Burns, Thermal and Chemical**

Flood chemical burns with cool water.

Cover the burn with dry bandage.

Keep the victim quiet and comfortable.

**Severe Bleeding and Wounds**

Apply direct pressure on the wound.

Use a clean cloth or hand.

Elevate the injured body part.

Apply pressure to the artery, if necessary.

Add more cloth if blood soaks through. DO NOT remove cloth from the wound.

Keep pressure on the wound until help arrives.

**Choking - Use abdominal thrusts.**

### **Heart Attack**

- Give CPR as necessary, if trained to do so.
- Keep the victim comfortable, not hot or cold.
- Ask or look for emergency medical alert bracelet.

### **Fractures and Sprains** - Keep the injured area immobile.

### **Shock**

- Keep victim flat. (This places less demand on the body than sitting or standing.) In case of vomiting, turn the head to one side so the vomit will go outside of the patient's mouth.
- If there are no head or chest injuries or any difficulty in breathing, then raise the lower part of the body 8-12 inches. If the victim complains of pain because of this, then discontinue.
- Loosen any tight clothing, particularly about the neck.
- Keep the victim warm (to prevent loss of body heat) but avoid sweating.
- Speak soothingly and reassuringly. Create a feeling of confidence in recovery. Speak calmly. Do not cause unnecessary questioning, movement, or noise.
- Do not give water if the victim is unconscious or nauseated. Also, do not give water if medical care will arrive within 30 minutes. If medical care will be delayed longer than this, then give only small sips and not enough to cause nausea. Do not give any alcohol.

## **CHEMICAL OR HAZARDOUS MATERIAL SPILL**

1. Any spill of a chemical or radioactive material is to be reported immediately to the University Department of Public Safety at extension 911.
2. Be specific about the nature of the material and the location. Responders trained in chemical spill containment techniques will be contacted. They will begin containment immediately.
3. Risk assessment should be conducted immediately. **Stop, look, listen and think** before taking any action.
4. Do not walk into or touch spilled liquids, airborne mists or solid chemical deposits. Try not to inhale gases, fumes or smoke. Cover the mouth and nose while evacuating.

5. If asked to evacuate the area, do so immediately and contact DPS at extension 911 from a campus phone. Move quickly to the nearest exit and tell others to do the same.
6. **ASSIST PEOPLE WITH DISABILITIES IN EXITING THE BUILDING!**  
Remember that elevators are reserved for their use only. **DO NOT USE ELEVATORS IN CASE OF FIRE.**
7. Once outside, move to an assembly area away from the affected building(s).
  - **At a minimum distance of 1,000 to 1,500 feet UPHILL and UPWIND of the spill area.**
  - Check in with an assembly area coordinator or co-worker.
  - Keep streets and walkways clear for emergency vehicles and personnel.
8. If requested, assist the University Department of Public Safety and/or the Building Coordinator.
9. **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed to do so by the University Department of Public Safety or the Building Coordinator.
10. Persons trained in chemical spill containment techniques should begin spill containment immediately. DPS should be notified of the containment actions and kept apprised of the process.
11. Anyone who may be contaminated by the spill should avoid contact with others, when possible.
12. Anyone who may be contaminated by the spills to avoid contact with others as much as possible. These persons should follow the procedures for removing the contamination as directed by trained personnel. Required First Aid and clean up by specialized authorities should be started at once.
13. A Decontamination Station may be set up near the spill site. If you have been contaminated by the spill, report for decontamination as soon as possible.
14. If you are told to stay indoors or ‘shelter in place,’ close and lock all exterior doors and windows; close vents, fireplace dampers, and interior doors. Go into the pre-selected shelter room. This room should be above ground and have the fewest openings to the outside. Turn off air conditioners and ventilation systems. In large buildings, set ventilation systems to 100 percent

recirculation so that no outside air is drawn into the building. If this is not possible, ventilation systems should be turned off. Seal gaps under doorways and windows with wet towels or plastic sheeting and duct tape. Seal around window and air conditioning units, exhaust fans, stove and dryer vents with duct tape and plastic sheeting, wax paper or aluminum wrap. Use material to fill cracks and holes in the room, such as those around pipes. If gas or vapors could have entered the building, take shallow breaths through a cloth or a towel. Avoid eating or drinking any food or water that may be contaminated.

15. An Emergency Operations Center (EOC) may be set up near the site. Keep clear of the site unless you have important information to report.

## **BOMB THREAT**

1. If you observe a suspicious object or potential bomb on campus, DO NOT HANDLE THE OBJECT! Clear the area and immediately call the University Department of Public Safety at extension 911.
2. Any person receiving a phone call that a bomb or other explosive device has been placed on campus is to ask the caller:
  - a) When is the bomb going to explode?
  - b) Where is the bomb located?
  - c) What kind of bomb is it?
  - d) What does it look like?
  - e) Why did you place the bomb?
3. Keep talking to the caller as long as possible and record the following:
  - a) Time of call and caller's telephone number, if displayed
  - b) Age and sex of caller
  - c) Speech pattern, accent
  - d) Background noise
4. Immediately notify the University Department of Public Safety by dialing 911 and supply them with the information outlined above.
5. The University Department of Public Safety will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to the University Department of Public Safety. DO NOT TOUCH THE OBJECT!

6. If told to evacuate by the University Department of Public Safety or by the Building Coordinator, move quickly to the nearest exit and tell others to do the same.
7. **ASSIST PEOPLE WITH DISABILITIES IN EXITING THE BUILDING!**  
Remember that elevators are reserved for their use only. **DO NOT USE ELEVATORS IN CASE OF FIRE.**
8. Once outside, move to an assembly area away from the affected building and check in with an assembly area coordinator or co-worker. Keep the streets and walkways clear for emergency vehicles and personnel.
9. If requested, assist the University Department of Public Safety and/or the Building Coordinator.
10. **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed to do so.

## **FIRE**

1. Know the location of fire extinguishers and pull stations in your building and how to use them. Pull stations and exits are marked on the building evacuations routes, posted in the building. Training on the use of fire extinguishers is available from Facilities Management.
2. In the event of a fire or when a building alarm sounds, **IMMEDIATELY** evacuate the building.
3. When evacuating, close all doors to confine a fire and reduce oxygen –**DO NOT LOCK THE DOORS!**
4. Smoke is the greatest danger in a fire. Stay near the floor where the air is more breathable when evacuating a smoke filled building.
5. When evacuating, move quickly to the nearest exit and tell others to do the same.
6. **ASSIST PEOPLE WITH DISABILITIES IN EXITING THE BUILDING!**  
**DO NOT USE ELEVATORS IN CASE OF FIRE.**

7. Once outside, move to an assembly area away from the affected building and check in with an assembly area coordinator or co-worker. Keep the streets and walkways clear for emergency vehicles and personnel.
8. If requested, assist the University Department of Public Safety and/or the Building Coordinator.
9. An Emergency Operations Center (EOC) may be set up near the emergency site. Keep clear of the Emergency Operations Center (EOC) unless you have important information to report.
10. DO NOT RETURN TO AN EVACUATED BUILDING unless directed to do so.
11. Refer to the Building Coordinator for emergency procedures specific to your building.

**NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel. If the room has no window, lie near the floor where the air is more breathable. Shout at regular intervals to alert emergency personnel of your location.**

## **TERRORISM**

A terrorist attack with conventional weapons such as firearms, explosives or incendiary devices remains possible, though unlikely. Terrorists often choose targets that offer little danger to themselves and areas with relatively easy public access. Terrorists look for visible targets where they can avoid detection before or after an attack.

1. Be alert and aware of the surrounding area, and immediately contact the Department of Public Safety at extension 911 if you note any conspicuous or unusual behavior. The very nature of terrorism suggests that there may be little or no warning.
2. Do not accept packages from strangers.
3. Learn where emergency exits and staircases are located. Think ahead about how to evacuate a building or congested public area in a hurry.

4. There are five categories of possible terrorist weapons (CBRNE). They are:
  - Chemical weapons
  - Biological weapons
  - Radiological weapons
  - Nuclear weapons
  - Explosive devices
5. Items that are useful in such an event include a portable, battery-operated radio and extra batteries; several flashlights and extra batteries; a first aid kit and manual; hard hat and fluorescent tape to rope off dangerous areas.

## **SUSPICIOUS MAIL**

1. Common agents used are anthrax, nerve agents, chemical agents, plague, tularemia, radiological materials and explosives.
2. Characteristics of mail that should be considered suspicious are Inappropriate or unusual labeling, such as the misspellings of common words or excessive postage. The item may be unexpected or from someone unfamiliar to you. It may be marked with threatening language.
3. Other characteristics include the package appearance. For example the package may be of excessive weight, emit a ticking sound or protruding wires or aluminum foil.
4. The package wrapping may show signs of staining by a liquid material.
5. If a package or envelope appears suspicious, **DO NOT OPEN IT.**
6. Evacuate Immediately.
7. Call DPS - 911 from University phone - 651-2215 from cell.
8. DPS Will Contact Postal Inspectors, Cape Fire & Cape Police.

## **ACTIVE SHOOTER/ VIOLENT INTRUDER**

**Immediately upon sight or sound of an Active Shooter or Violent Intruder event, observing personnel will conduct the following quickly:**

**Dial 911 if safe to do so, provide as much information as possible.**

### **In the Classroom or Office**

1. If you are in a classroom, room or office, **STAY THERE**, secure the door, unless you can safely exit the area.
2. If the door has no lock and the door opens in, a good heavy door wedge can be kept on hand and driven in as hard as you can, otherwise look for heavy furniture to barricade the door.
3. If the door has a window, cover it if you can.
4. Depending on the gunperson(s)'s location, consideration may also be made to exit the area. You may use a window opening, alternate stairwell. Have someone watch as you get as many students out of the windows or down the stairwell and out of the building as calmly and as quietly as possible.
5. If no Police units are yet on the scene, move well away from the incident and find safe cover positions (not the parking lots).
6. When officers arrive on the scene, community members should get out and move. Run as fast as you can in the direction the officer tells you.
7. Don't leave the area entirely; you may have information that responding Police officers will need. Once in a safe place, stay put.
8. If the windows don't open, or you cannot break them, barricade the door with any object or objects you can; turn the lights off. Get out of sight from the door and stay low and quiet. **If the gunman enters your area, be prepared to do whatever it takes to stay alive.**

### **In Hallways or Corridors**

1. If in the hallways, get in a room that is not already secured and secure it.
2. Unless you are very close to an exit, don't run through a long hall to get to one, you may encounter the gunperson or hostage taker. **Don't hide in restrooms!**

### **In large rooms or auditoriums**

1. If in a gym or theater area and the gunmen or hostage taker(s) are not present, move to and out through the external exits.
2. Move toward any safe area.

### **Trapped with the Gunman**

1. If you are trapped with the gunperson, only you can draw the line on what you will or will not do to preserve your life or the lives of others.
2. **You need to make a choice,** (*at this point it is YOUR choice*) to stay still and hope they don't shoot you, to run for an exit while zigzagging, or even to attack the shooter. This is very dangerous, but certainly no more so than doing nothing and dying in place. A moving target is much harder to hit than a stationary one and the last thing that the shooter will expect is to be attacked by an unarmed person. Any option chosen may still result in a negative consequence.

### **Open Spaces**

1. Stay alert and look for appropriate cover locations.
2. Brick walls, large trees, walls, parked vehicles, and any other object which may stop firearm ammunition penetration.

**Important Note -Program DPS's 24-Hour Emergency number (573-651-2911) into your cell phone. Always notify the police department as soon as it is safe to do so.**  
These safety tips and guidelines are not all inclusive, but if understood and followed up with periodic reminders and training when feasible, it can increase your chances of surviving an active shooter incident.

## **UTILITY FAILURE**

1. In the event of a utility failure occurring during regular business hours, immediately notify Facilities Management at extension 2349.
2. If there is potential danger to the building occupants, or if the utility failure occurs after hours, weekends and holidays, notify the Department of Public Safety at extension 2215.

### **Electrical/Light Failure**

Emergency lighting systems may not illuminate corridors and stairs for safe exit. Have flashlights available for extra lighting during exits.

### **Elevator Failure**

If you are trapped in an elevator, use the emergency phone in the elevator to notify the Department of Public Safety. If the elevator does not have an emergency phone, turn on the emergency alarm, located on the front panel. This will signal your need for help.

### **Plumbing Failure/Flooding**

Cease using all electrical equipment. Notify Facilities Management at **290-5959** (During regular working hours). If necessary, vacate the area.

### **Serious Gas Leak**

**Cease all operations. DO NOT SWITCH ON LIGHTS or ANY ELECTRICAL EQUIPMENT – REMEMBER**, electrical arcing can trigger an explosion! Notify the Department of Public Safety at 911 and Physical Plant 290-5959 (During regular working hours). **Vacate the area.**

### **Steam Line Failure**

Immediately notify Physical Plant Services at **290-5959** (during regular working hours). If necessary, vacate the area.

### **Ventilation Problem**

If smoke or odors come from the ventilation system, immediately notify the Department of Public Safety at **911** or call Facilities Management at **290-5959**. If necessary, cease all operations and vacate the area.

### **3. ASSIST PEOPLE WITH DISABILITIES IN EXITING THE BUILDING!**

Remember that the elevators are reserved for their use only. **DO NOT USE ELEVATORS IN CASE OF FIRE.**

4. Once outside, move to an assembly area away from the affected building and check in with an assembly area coordinator or co-worker. Keep the streets and walkways clear for emergency vehicles and personnel.
5. DO NOT RETURN TO AN EVACUATED BUILDING unless directed to do so.

## **RECOVERING FROM A DISASTER**

Recovery is usually a gradual process and safety is a primary issue. The first concern after a disaster is your health and safety.

1. Aid the injured and be aware of your own health. Watch for signs of exhaustion. Drink plenty of clean water and wash your hands frequently.
2. Be aware of safety issues. New safety issues can be created by the disaster. Inform authorities about health and safety issues.
3. While coping with disaster, try to understand disaster events. Everyone is affected by it in some way and has different needs and different ways of coping. It is normal to feel anxious about your own safety and that of your family and close friends. Profound sadness, grief, and anger are normal reactions to an abnormal event. Acknowledge your feelings to help recover. Focus on your strengths and abilities to help heal. Accept help from offered programs and resources. Realize that it is common to want to strike back at people who have caused great pain.
4. Recognize the signs of disaster-related stress, such as difficulty communicating thoughts and difficulty in sleeping. Watch for the increased use of drugs/alcohol, frequent headaches/stomach problems, or colds or flu-like symptoms. Some people experience disorientation or confusion, difficulty concentrating. Other symptoms include depression, sadness and overwhelming guilt and self-doubt.
5. Several methods of easing disaster-related stress include talking with someone about your feelings. Seek help from professional counselors, while taking steps to promote physical and emotional health. Maintain a normal family and daily routine. Consider participating in memorials and using support groups. Remember that taking positive steps during recovery can be comforting.
6. Monitor and limit exposure to media coverage. News coverage related to a disaster may elicit fear and confusion and arouse anxiety. Monitor and limit exposure to anxiety-provoking information.

## **CORONER OPERATIONS**

### **1. Campus**

The Campus Medical Staff will coordinate with the County Coroner/Medical Examiner concerning operations on campus. The Campus Medical Staff will be responsible for:

- a) Assessing the number of fatalities and reporting the situation to the County Coroner/Medical Examiner.
- b) Directing campus personnel to assist the Coroner and Deputy Coroners when necessary.
- c) Coordinate assistance with the Coroner for identifying the deceased persons.
- d) Ensure that fatalities on campus are properly handled until arrival of the Coroner or Deputy Coroner.

### **2. County Coroner/Medical Examiners**

County Coroners/Medical Examiners have statutory responsibility and authority, under the State Health and Safety Code, for identifying deceased persons and human tissue; determining and recording the cause, circumstances, and manner of death; and disposing of unclaimed and/or indigent deceased persons. When disaster results in large numbers of deceased persons, Coroners normally will be responsible for:

- a) Coordinating local resources utilized for the collection, identification, and disposition of deceased persons and human tissue.
- b) Selecting an adequate number of qualified personnel to staff temporary morgue sites.
- c) Establishing collection points to facilitate recovery operations.
- d) Coordinating with search and rescue teams.
- e) Designating an adequate number of persons to perform the duties of Deputy Coroners.
- f) Identifying mass burial sites.
- g) Protecting the property and personal effects of deceased persons.

- h) Notifying relatives.
- i) Establishing and maintaining a comprehensive record keeping system for continuous updating and recording of fatality numbers.
- j) Submitting requests for mutual aid assistance, if required, in accordance with the Coroners' Mutual Aid System.
- k) Coordinating the services of: funeral directors, ambulances, morticians, and the American Red Cross for location and notification of relatives; dentists and x-ray technicians for purposes of identification; law enforcement agencies for security, property protection, and evidence collection; and mutual aid provision to the counties upon request.