



Emergency Management & Preparedness Guide

A Guide for Students, Faculty and Staff
2011

PURPOSE OF THIS GUIDE

The College of Southern Nevada considers the safety of our students, faculty, staff and visitors to be of the highest priority. The purpose of this guide is to prepare you to protect yourself and others should an emergency and/or hazardous situation occur while you are on campus or at one of our sites. Knowing how to respond can help to minimize injuries (always our first concern), protect our facilities and resources, and maintain our daily operations.

Before an emergency, you should:

- Familiarize yourself with this *Emergency Preparedness Guide*.
- Review the following documents:
 - ✓ CSN Emergency Procedures; and
 - ✓ CSN Chemical Emergency Procedures.
- **Faculty: Know two (2) exit routes** from the buildings in which you are teaching.
 - Bring your **class roster** with you to **every** class.
 - Have readily available for your use, **telephone numbers for Campus Administration;** your **department administrator/manager** and other important telephone numbers for your unit.
- **Review emergency information** for evacuation and general emergency procedures with your students on a periodic basis.

We know that emergencies are part of life and can happen at any time. This guide is designed to offer potential solutions—ones that can be implemented with a minimum of disruption to normal campus routines. When we are comfortable that we can apply solutions to minimize or contain the urgent problem at hand, then we are prepared.

TABLE OF CONTENTS

✚ Emergency Telephone Numbers.....	1
✚ Fire Emergencies.....	2
--A. Fire or explosion.....	2
--B. Clothing fire.....	3
--C. Containing a small fire/fire extinguisher instruction.....	3
--D. Important reminders.....	4
✚ Building Evacuations/Assembly Locations – General.....	5
--Actions to take if you are trapped/unable to evacuate.....	6
✚ Building Evacuations/Assembly Locations – Persons with Disabilities.....	7
--A. Persons with visual impairment.....	7
--B. Persons with hearing impairment.....	7
--C. Persons with mobility Impairment.....	7
✚ Power Outages and Utility Failures.....	8
--A. Actions to take in the event of a power outage.....	8
--B. Actions to take if you are trapped and unable to evacuate.....	8
--C. Actions to take if you/others are trapped in an elevator.....	9
--D. Actions to take due to a known serious gas leak.....	9
--E. Actions to take for suspected gas leak.....	10
--F. Actions to take when a building has a water-related emergency.....	10
--G. Standing water.....	10
✚ Hazardous Materials Emergencies.....	11
--Description of College’s hazardous materials plans.....	11
--A. Major chemical spill.....	11
--B. Minor or small chemical spill.....	11
--C. Chemical splash to skin.....	12
--D. Chemical splash to eyes.....	12
✚ Toxic Release Emergencies.....	13
--Chemical release/shelter in place.....	13
✚ Medical Emergencies.....	14
--Automated External Defibrillator (AED).....	14
✚ Weather Emergencies.....	15
--A. Lightning.....	15
--B. Flooding.....	15

TABLE OF CONTENTS (Cont.)

✚ On Campus Shooting Incident	16
--A. Indoor shooting incident	16
--B. If exit is possible	16
--C. Outdoor shooting Incident	17
--D. If escape is not possible	17
✚ Suspicious Mail and Packages, and Bomb Threats	18
--A. Suspicious mail	18
--B. Suspicious parcel bomb recognition checklist	18
--C. Bomb and other threats	19
✚ Bomb or Other Threat Checklist	20
(Keep near your phone)	

EMERGENCY TELEPHONE NUMBERS

**If you are using a Campus Phone,
always prefix the number with a “9”
when you are seeking an outside line.
(For example: 9-911)**

- **Local Police, Fire and Medical:**
 - ✓ From a campus phone, dial **9-911**
 - ✓ From your personal cell phone, dial **911**
- **CSN Police – dial 651-7911**
- **Security Offices –Staffed 24/7**
 - ✓ **Charleston Campus – dial 651-5613**
 - ✓ **Cheyenne Campus – dial 651-4055**
 - ✓ **Henderson Campus – dial 651-3113**
- **Environmental Health & Safety -- dial 651-7445**
(This number will activate a pager to notify staff if they are not in the office.)
- **Facilities Management – dial 651-4888**
(In the event of an afterhours emergency, callers will be directed to contact the Campus Security Office.)
- **Emergency Management Office – dial 651-4489**
(Non-emergency questions, comments, etc.)

Reminder: To access an outside line from a campus phone, always dial “9” before the number.

FIRE EMERGENCIES

A. Fire or Explosion

- If possible, confine the fire to slow its spread. For example, cover a wastebasket fire with a metal object. If a fire extinguisher is available and you are trained in its operation, use a fire extinguisher. If evacuation is called for, the last person out should close the door to the room, if possible.
- Pull the nearest fire alarm and notify people in the area of the emergency. Make the call yourself, or designate someone to call 9-911 and/or 651-7911 and provide as many details regarding the nature of the emergency, the exact location of the fire, and any known hazards. **Do not assume that someone else has called.**
- Evacuate people from the room, area, and/or building in an orderly fashion as quickly as possible. Keep low to the floor if smoke is present. Use the closest emergency exit/stairs. **Do not use elevators** during evacuation as they may be recalled to the ground floor when alarms sound. Keep to the right in the stairwell as emergency responders may be ascending the stairs to your left.
- Assist people with disabilities to get out of the building, or to move to the *Recommended Evacuation Assistance Locations (REAL)* designated for the building, or into a closed stairwell on upper floors. Request responding emergency personnel to assist the disabled with evacuation. Report to your pre-designated emergency assembly point, if one has been established.
- Assemble in a safe place. Faculty must attempt to account for all students and others under their purview. Designate one person with firsthand knowledge of the specifics of the emergency to meet and inform emergency responders about the situation.
- Provide assistance as necessary. Follow the instructions of emergency personnel.

Before leaving the building, take the following precautions if it is safe to do so. These activities must not significantly delay your departure. Exercise good judgment! (For additional information, see ***Fire Emergencies – Section C: Containing Small Fires.***)

- ✓ Faculty members ensure immediate evacuation of classes and students under their purview. (Refer to the *Faculty Information for Classroom* page.)
- ✓ Shut off gas lines and heat-producing equipment (such as Bunsen burners, stoves etc.).
- ✓ Return hazardous materials to proper storage units if time permits.
- ✓ Close doors and windows, if possible.
- ✓ Close doors behind you as you leave.

Reminder: To access an outside line from a campus phone, always dial "9" before the number.

FIRE EMERGENCIES (continued)

B. Clothing Fire -- "STOP, DROP, AND ROLL"

- Drop to the floor if your clothing is on fire. If another's clothing is on fire, assist them to the ground as quickly as you can. Do not run, or allow the victim to run.
- Roll yourself or the victim on the ground to extinguish flames. If a blanket is available, use it to smother the flames.
- Remove smoldering clothing or hot material. Use care to avoid removing attached skin.
- Cool the victim with water or ice packs. Take the victim to an emergency shower, if close by.
- **Seek medical and fire/rescue assistance; from a campus phone call 9-911.**
- **Call CSN Police at 651-7911.**

C. Containing a Small Fire-- Before you begin:

- Ensure that everyone has left, or is evacuating the building. Ensure that the Fire Department has been called.
- Be certain the fire is confined to a small area, e.g. a wastebasket, and it is not spreading beyond the immediate area.
- **If the fire is producing heavy smoke, immediately leave the area.**
- Be sure that your back is to a safe and unobstructed exit to which the fire will not spread.
- Be sure that your extinguisher is the proper size and type for the fire at hand and you know how to use it.

Portable Fire Extinguisher – follow these easy instructions:

P	Pull the pin. Some extinguishers require releasing a lock latch, pressing a puncture lever, or taking another first step.
A	Aim low. Point the extinguisher nozzle (or its horn or hose) at the base of the flames.
S	Squeeze the trigger or handle while holding the extinguisher upright. This releases the extinguishing agent.
S	Sweep the extinguisher from side to side. Keep the extinguisher aimed at the base of the fire and sweep back and forth covering the area of the fire with the agent until the fire appears to be extinguished. Watch the fire area. If the fire breaks out again, repeat the process.

Reminder: To access an outside line from a campus phone, always dial "9" before the number.

FIRE EMERGENCIES (continued)

D. Important Reminders

- Stand clear of Fire Department personnel and equipment and follow any instructions they may give.
- **DO NOT RE-ENTER THE BUILDING** until an “all clear” is given by the Fire Department or CSN Police.

BUILDING EVACUATIONS/ASSEMBLY LOCATIONS -- GENERAL

As discussed in the Fire Emergencies section, evacuation takes place when an emergency, whether it is fire, earthquake, flood, or other urgent situation requires all occupants to immediately leave the building.

- Although evacuation is generally signaled by the building's interior fire alarm system, you may be instructed by a police official, fire fighter or other emergency official to leave the premises. To ensure your safety, you must follow their directives.
- If the alarm sounds or you are instructed to exit, provide calm, clear directions to your students and/or visitors to help them to stay calm. Refer to the Building Evacuation Plan posted in classrooms.
- Instruct students and visitors to gather their immediately available belongings (such as coats, purses, wallets, etc.) and exit the building in an orderly and expeditious manner. Urge them to be cautious when exiting the building to the outside, and to assemble in a safe place.
- If others do not respond to the alarm or do not know of the evacuation, inform them of the need to evacuate immediately.
- Unless you have a disability that limits your ability to navigate the stairs, NEVER USE ELEVATORS, always use the stairways.
- Use the stairways. Remind evacuees to exit and keep to the right in any stairwell as emergency responders may need to access the building and will be ascending to the left of those who are descending.
- **Assist people with disabilities to get out of the building, or to move to the Recommended Evacuation Assistance Locations designated for the building**, or into a closed stairwell on upper floors. Request responding emergency personnel to assist persons with disabilities to evacuate. Report to your pre-designated emergency assembly point, if one has been established. (For additional information, see ***Building Evacuations/Assembly Locations for Persons with Disabilities.***)
- If you can safely do so without causing harm to yourself and/or others, before you leave, ensure that gas supplies, if present in the instructional space, are completely shut off.
- Once you have exited the building, move 300 feet away from the building to a safe location, e.g. parking lot, etc. and assemble with your class. Stay upwind of smoke and/or chemical clouds. Keep roadways and walkways clear for emergency personnel.
- Stay at the assembly location, DO NOT re-enter the building, until you receive instructions to re-enter, disperse, or otherwise by CSN Police/Security, or other authorized emergency personnel (firefighters, college authority, etc.)

BUILDING EVACUATIONS/ASSEMBLY LOCATIONS – GENERAL (Cont.)

- Accounting for all students can be difficult, especially with a large class. Attempt to account for the whereabouts of all students. If you suspect that anyone is still inside the building, notify the authorities at the scene. Stay with classmates, fellow employees, etc., so that a head count may be taken.
- Possible approaches include:
 - ✓ Wait until all students have left and the room or laboratory is empty.
 - ✓ Use your class roster to call roll.
 - ✓ Use a head count.
 - ✓ Ask students if the person seated next to them in class is present at the assembly point.
- Similarly, employees should assemble in a safe location after exiting the building and attempt to account for the whereabouts their co-workers.
- To ensure your safety, follow any and all directions provided by authorities on site DO NOT RE-ENTER THE BUILDING until an “all clear” is given by the Fire Department or CSN Police. **CSN police will be the primary contacts for information during a building evacuation related to fire and/or other emergency situation.**

NOTE: ACTIONS TO TAKE IF YOU ARE TRAPPED IN THE BUILDING AND UNABLE TO EVACUATE:

- ✓ If a telephone is available, **call College Police at 651-7911 and/or off-campus emergency personnel by calling 9-911.** Report your location and situation.
- ✓ If a window is available, signal emergency personnel by waving, or by hanging a large sign in the window.
- ✓ Stay low if smoke is present. Cover your face with a wet cloth and place fabric around door cracks to keep smoke out.

Reminder: To access an outside line from a campus phone, always dial “9” before the number.

BUILDING EVACUATIONS/ASSEMBLY LOCATIONS FOR PERSONS WITH DISABILITIES

All CSN personnel are responsible for the evacuation of persons with disabilities in their respective areas, and must obtain the assistance necessary to evacuate these persons. CSN personnel must ensure the persons with disabilities are attended and assisted until the officials announce an "ALL CLEAR" to return to the building, or, until relieved by emergency personnel.

CSN's Disability Resource Center (DRC) maintains information regarding those students who are self-identified and have provided documentation of a disability at each of its campus offices. In the event of an evacuation:

- CSN maintains equipment specifically utilized to evacuate individuals with significant mobility restrictions.
- In accordance with principles of universal design, exits are ramped to facilitate evacuation of all individuals from CSN buildings.

Please review the following so that you can provide the most effective assistance to persons with disabilities if that is necessary to ensure their safety.

- A. Persons with visual impairment:
 - Tell the person the nature of the emergency.
 - Offer to guide them to the nearest exit.
 - Have the person take your elbow and escort them. NOTE: This is the preferred method when acting as a 'sight guide'.
- B. Persons with hearing impairment:
 - Write a message indicating the nature of the emergency and the nearest evacuation route; **OR**
 - Tap the person's shoulder and point to the strobe lights on the fire alarms; **OR**
 - Turn the room lights on and off to get the person's attention.
 - Indicate through writing a note or gesturing what is happening and what to do.
- C. Persons with mobility impairment:
 - Escort the person(s) to the nearest exit or stairwell assembly point.
 - At least two people should remain with the person with disability to assist if further evacuation becomes necessary.
 - Do not attempt to carry persons with mobility impairments unless there is IMMEDIATE DANGER TO LIFE. Lifting a person with minimal ability to move may be dangerous to their well being.
 - Do not attempt to move or lift a wheelchair without asking the person using the chair. NOTE: Batteries may have to be removed. Life support equipment may be attached.
 - If you are unable to safely move the person; move them to a safe area and call for help and tell the dispatcher of your current situation and location.

POWER OUTAGES AND UTILITY FAILURES

A. ACTIONS TO TAKE IN THE EVENT OF A POWER OUTAGE

- Remain calm.
- To report a minor localized power outage during regular business hours (8 a.m. until 5 p.m.), from a campus phone, call Facilities Management at 651-4888; or call your Campus Operator
- In the event of a major, campus-wide outage, many buildings have emergency generators which power stairway lighting and other essential building components for 90 minutes.
- Use this time period to secure areas and evacuate the building. Leave the building in an orderly and expeditious manner since after 90 minutes, stairwells may be completely dark.
- Follow any instructions given by College Police/Security, CSN Facilities Management staff and/or emergency workers.
- Be familiar with and follow the information contained in the section entitled *Evacuations* of this guide, and your building's evacuation plan.
- If evacuating, turn off light switches before leaving.
- Avoid lighting candles or using other types of open flames for illumination.
- Laboratory personnel should secure experiments and unplug electrical equipment as appropriate prior to leaving the laboratory. Chemicals should be stored in their original locations and all containers should be closed and sealed.
- If a major power outage is expected to last a considerable length of time, the College's Emergency Response Team will provide coordination with the College community.

B. ACTIONS TO TAKE IF YOU ARE TRAPPED IN THE BUILDING AND UNABLE TO EVACUATE:

- If a campus telephone is available, **call 9-911 and College Police at 651-7911**. Report your location and situation.
- If a window is available, signal emergency personnel by waving, or by hanging a large sign in the window.
- Stay low if smoke is present. Cover your face with a wet cloth and place fabric around door cracks to keep smoke out.

Reminder: To access an outside line from a campus phone, always dial "9" before the number.

POWER OUTAGES AND UTILITY FAILURES (Cont.)

C. ACTIONS TO TAKE IF YOU AND/OR OTHERS ARE TRAPPED IN AN ELEVATOR AND UNABLE TO EXIT:

- If you are inside the elevator, pick up the emergency phone in the elevator and provide the necessary information to the call taker or instruct passengers to do the same.
- If you are outside of the elevator, tell passengers to remain calm and that you are getting help. **From a campus phone, call 9-911, or 911 from your cell phone.**
- **If that does not work, call College Police at 651-7911.**
- If it is safe to remain in the building, stay near to passengers until assistance arrives.

D. ACTIONS TO TAKE DUE TO A SERIOUS GAS LEAK

Call 9-911 from a campus phone if you suspect a serious gas leak. Natural gas is odorless and colorless; gas companies add a distinctive odorant (similar to a “skunk” or “rotten egg” odor) to produce a smell that will alert users to a possible problem.

If a gas cylinder, gas equipment or gas piping should begin leaking or is suspected of leaking and, if in the judgment of the person or persons responsible for such materials, it presents a serious danger to them or other building occupants, the following steps should be taken:

- **Immediately notify building occupants to evacuate** the area using the preplanned evacuation route. This may be accomplished by pulling the building alarm, if available.
- **Notify College Police at 651-7911.** Also, request the dispatcher to contact Facilities Management to shut down the building ventilation (HVAC) system for your building. Provide the following information:
 - ✓ Campus location;
 - ✓ Building name;
 - ✓ Floor number;
 - ✓ Room number;
 - ✓ Specific chemical name of the involved gas, if known; and
 - ✓ Estimated volume involved, if known.
- In the area near the leak, do not switch lights or electrical equipment on or off; electrical arcing could trigger an explosion.
- Building occupants are not to return to the building until instructed to do so by emergency responders.

Reminder: To access an outside line from a campus phone, always dial “9” before the number.

POWER OUTAGES AND UTILITY FAILURES (Cont.)

E. ACTIONS TO TAKE FOR SUSPECTED GAS LEAK

If you suspect that gas equipment or gas piping is leaking, but are unsure if the odor denotes a serious leak, the following steps should be taken:

- ✓ Turn off any gas equipment if possible.
- ✓ **During business hours of 8 a.m. until 5 p.m. notify Facilities Management at 651-4888.**
- ✓ **After business hours, notify Campus Security or Campus Police at 651-7911.**
- ✓ Follow instructions provided.

F. ACTIONS TO TAKE WHEN A BUILDING HAS A WATER-RELATED EMERGENCY

- Water-related emergencies do not always mean “flooding”. They may include lack of available drinking water, lack of available toilet facilities, in addition to standing water (e.g., ponding) and/or leaks that could cause equipment and building damage, and create hazardous conditions (slips/falls, etc.)
- If such an event occurs during regular business hours between 8 a.m. until 5 p.m., please immediately contact Facilities Management at 651-4888.
- If a water event occurs after hours when classes are not in session, call a Campus Security Office and/or the College Police at 651-7911 and they will contact the appropriate Facilities Management personnel to respond to the situation.

Location	Campus Administration #	Campus Operator #	Campus Security
Charleston Campus	651-5631	651-5000	651-5613
Cheyenne Campus	651-4596	651-4000	651-4055
Henderson Campus	651-3025	651-3000	651-3113
Facilities Management – 651-4888			

- If you are responding to a water emergency but have not determined the water source, remember that the water could be contaminated and take appropriate precautions.

G. STANDING WATER

If there is standing water on the floor, there is a risk of electrical shock. Do not enter the area until you are sure the electricity has been turned off.

Reminder: To access an outside line from a campus phone, always dial “9” before the number.

HAZARDOUS MATERIALS EMERGENCIES

College of Southern Nevada has a number of procedures designed to respond to hazardous materials emergencies. They are included on the Environmental Health & Safety webpage: <http://www.csn.edu/pages/1744.asp>. Plans include, but are not limited to:

- Asbestos Management (NSHE Board of Regents Handbook, Ch. 10, Section 3)
 - Bloodborne Pathogens Exposure Control Plan
 - Chemical Hygiene Plan
 - Comprehensive Workplace Safety & Health Plan
 - Environmental Health & Safety (NSHE Board of Regents Handbook, Chapter 10, Section1)
 - Hazard Communication Plan
 - Hot Work (NSHE Board of Regents Handbook, Chapter 10, Section 4)
 - Respiratory Protection Plan
- A. Major Chemical Spill
- ✓ Notify persons in the area.
 - ✓ Evacuate the room, area, or building.
 - ✓ Pull the nearest fire alarm if evacuation is required.
 - ✓ Confine if possible. Close doors on the way out if possible.
 - ✓ Assemble in a safe place.
 - ✓ The person designated to meet and inform emergency responders should wait for their arrival away from the building and provide assistance as necessary. (rev. 10/11/11)
- If a chemical release should occur which cannot be contained in a room or building, or if an off-campus chemical release occurs, College personnel may be asked by emergency responders to "shelter in place." While people may be asked to evacuate, shelter in place is safer in many situations. (For additional information, see Toxic Release Emergencies-- Shelter in Place Procedure (below).)
- B. Minor or Small Chemical Spill
- ✓ Notify persons in the immediate area. Leave the hazardous area.
 - ✓ If possible, turn off ignition sources and establish or maintain exhaust ventilation.
 - ✓ Close the door, and if it is safe to do so and if the window can be opened, open a window to the outside to allow the room to ventilate.
 - ✓ Call Environmental Health and Safety at 651-7445; leave a message to activate the pager if no one answers.
 - ✓ Follow specific instructions on the Material Safety Data Sheet (MSDS).
 - ✓ Confine and clean the spill with appropriate protective clothing and equipment.
 - ✓ Dispose of waste properly. Call Environmental Health and Safety at 651-7445 for information.

Reminder: To access an outside line from a campus phone, always dial "9" before the number.

HAZARDOUS MATERIALS EMERGENCIES (Cont.)

- C. Chemical Splash to Skin
Call 9-911. Be prepared! Familiarize yourself with the Material Safety Data Sheets (MSDS) for chemicals that you are using.
- ✓ Remove contaminated clothing; wash the contact area with water for 10 minutes.
 - ✓ Follow specific instructions on the Material Safety Data Sheet.
 - ✓ **From a campus phone, call 9-911** and/or seek medical assistance.
 - ✓ **Call College Police at 651-7911.**
 - ✓ Call Environmental Health and Safety at 651-7445 for additional information
 - ✓ Take Material Safety Data Sheet(s) to emergency providers.
- D. Chemical Splash to Eyes
- ✓ Immediately wash with clean water of drinking quality (if available) for 15 minutes.
 - ✓ Hold the eyelids open. Get the victim to roll eyes while irrigating.
 - ✓ **From a campus phone call 9-911** or seek medical assistance immediately.
 - ✓ **Call College Police at 651-7911.**

Reminder: To access an outside line from a campus phone, always dial "9" before the number.

TOXIC RELEASE EMERGENCIES

Shelter in Place Procedure

Chemical Release

If a chemical release should occur which cannot be contained in a room or building, or if an off-campus chemical release occurs, CSN personnel may be asked by official emergency responders to "shelter in place."

- Go indoors or remain in a building where the air is less contaminated. Stay in upper stories of buildings, if possible.
- Close and lock **as many** doors and windows, as possible, to seal out contaminated air. Turn off or block all sources of outside air. Facilities Management controls building ventilation. Locally controlled ventilation includes room air conditioners and fans.
- Cover windows, doors and ventilation openings with plastic sheeting and duct tape from departmental emergency supplies. Stuff cloth or clothing (preferably wet) at the bottom of the door. If you smell contaminants in your room, cover your nose and mouth with a wet towel or cloth.
- Tune to the emergency broadcast station and listen for announcements.
- Stay inside until you are notified by emergency workers that it is safe to leave.
- When the emergency is over, open all doors and windows to ventilate the area.
- Replace the supplies used during shelter in place in the emergency supply kit.

MEDICAL EMERGENCIES

Medical emergencies may be encountered when you are on campus. It is always important to seek medical assistance as soon as is possible in the case of injury or illness. If a medical emergency occurs, **call 9-911 from a campus phone**. If you are trained in first-aid, assist the patient with the level of training that you have.

Automated External Defibrillator (AED)

Some areas on campus have Automated External Defibrillators (AED) available in the event that a patient exhibits no signs of breathing or pulse. The unit provides verbal instructions on the steps you need to take. The unit will assess the patient and advise if a shock is necessary. **As in all emergency medical situations, obtaining medical assistance as soon as possible is mandatory.**

From a campus phone, immediately call **9-911 and the College Police at 651-7911** to obtain medical assistance.

General directions for using an Automated External Defibrillator (AED) device:

1. Turn on power to AED Unit:
 - a. Place the AED Unit near the head of the patient.
 - b. Follow the verbal instructions from the AED Unit.
2. Attach the AED Unit to the patient:
 - a. Bare the patient's chest (remove clothing and any jewelry) and prepare the area for the pads.
 - b. If the patient is wet you will need to dry the patients, also be mindful not to use the AED Unit with either the patient or responder in water.
 - c. Attach the AED pads to the patient's chest as indicated on the pads.
 - d. **DO NOT MOVE OR TOUCH the patient as the AED is analyzing the patient.**
3. If a shock is indicated by the AED Unit:
 - a. Clear yourself and all others from the patient.
 - b. Push the shock button.
 - c. Check for breathing and pulse after the shock was delivered.
 - d. Continue with CPR if needed.

Reminder: To access an outside line from a campus phone, always dial "9" before the number.

WEATHER EMERGENCIES

Conditions leading to weather emergencies are generally predictable. Follow the following general guidelines in the event that high winds, heavy rains/thunderstorms, lightning strikes or other dangerous weather situations are occurring or predicted to occur.

During Severe Weather:

Check CSN's web site for up-to-date information. Check the local media outlets for information regarding road conditions. If you are on campus, check the Intercampus Communication System (the flat screen monitors located across campuses) for information regarding closures and other directions.

A. Lightning

- Seek protective shelter immediately.
- If you are outdoors, do not stand underneath tall, isolated objects. Avoid projecting above the surroundings and landscape. Seek shelter in a low area under a thick growth of small trees. In open areas, seek a low spot such as a ravine.
- Get off or away from open water. Keep away from metal equipment or small metal vehicles such as motorcycles, bicycles, golf carts, etc. Stay away from wire fences, clotheslines, metal pipes, and rails. If you are in a group in the open, spread out, keeping people 15 to 20 feet apart.
- Remember, lightning may strike some miles from the parent cloud. If you feel your hair stand on end, lightning may be about to strike. Drop to a low crouching position with your feet together. Get onto the balls of your feet as quickly as possible to minimize ground contact. Put your hands over your ears to minimize acoustic shock from thunder and place your head between your knees. **Do not lie flat on the ground.**

B. Flooding

Although widespread flooding is not anticipated on CSN's campuses, it is possible that streets, intersections, etc. surrounding our campuses may be impacted. In that situation, following are some important guidelines:

- ✓ Listen to local radio or television stations and the CSN website for information.
- ✓ Be aware of streams, drainage channels and areas that are known to flood suddenly.
- ✓ If local authorities issue a flood watch (the possibility of widespread flooding) or warning (unusually severe ponding of water), be prepared to evacuate to higher ground immediately.
- ✓ **Do not attempt to drive over flooded areas of the campus.** The depth of water is not always obvious. The road bed may be washed out under the water, and you could be stranded or trapped.
- ✓ Follow instructions from local authorities for immediate action.
- ✓ During any flood event, use extreme caution around electrical appliances or outlets that are located near water.

ON CAMPUS SHOOTING INCIDENT

Although on campus shooting incidents are rare, it is critical that faculty, staff and students are prepared to ensure their own protection until help can arrive.

A. Indoor Shooting Incident

If you have entered an area or building and see someone shooting, or, if you hear the sounds of gunfire, the following actions are recommended:

- Go to the nearest room or office and hide. Stay calm!
- Close and lock the door, and barricade it if possible. Take cover behind concrete walls, thick desks, filing cabinets.
- Cover the door windows, if possible.
- **Keep as quiet as possible and act as if no one is in the room.** Turn off iPods and radios, but keep computers on with monitors faced away from door. **Silence cell phones.**
- **Do not answer the door.**
- **Using a campus phone, call 9-911. If possible, call College Police at 651-7911.** Provide the dispatcher with as much of the following information as you have available:
 - ✓ Your name
 - ✓ Location of the incident—be as specific as possible
 - ✓ Describe what is happening
 - ✓ Number of shooters, if known
 - ✓ Identification of shooter, if known
 - ✓ Number of persons who may be involved
 - ✓ Injured victims, if known
 - ✓ Your location—and stay on the telephone with the dispatcher, if at all possible
 - ✓ Place signs in exterior windows to identify your location, if possible
- Wait for police officers and/or other emergency rescue personnel to assist you out of the building.

B. If Exit is Possible

If an active shooter is present, and you are certain you are not within range or in danger, exit the building if possible. The following actions are recommended:

- Exit the building immediately. Move away from the area and seek shelter in a nearby building. Avoid parking lots and open areas.
- Tell anyone you encounter to exit the building immediately. Caution those outside the building not to enter.
- **From a campus phone, dial 9-911. If possible, call College Police at 651-7911.**

ON CAMPUS SHOOTING INCIDENT (Cont.)

- C. If the shooting has occurred or is occurring outdoors,** the following actions are recommended:
- Move inside a building, if possible, and follow the recommendations above.
 - If you cannot go inside, try to hide behind something solid.
 - Run away from the sounds of shooting, if you can do so without increasing your risk.
 - **From a campus phone, call 9-911. If possible, call College Police at 651-7911.**
- D. If escape is not possible,** the following actions are suggested:
- Play dead if you cannot get away - assume a prone position and lay as still as possible.
 - If you are caught by the intruder, obey all commands and avoid eye contact.

Reminder: To access an outside line from a campus phone, always dial "9" before the number.

SUSPICIOUS MAIL AND PACKAGES, AND BOMB THREATS

A. Suspicious Mail

Suspicious mail incidents across the United States, generally involve biohazardous material(s) or explosive device(s).

If you receive mail or discover object(s) that appear suspicious due to the presence of a powder, liquid coming out of the package or other substance, the following actions are recommended:

- **From a campus phone, immediately call College Police at 651-7911.** They will evaluate the threat level and determine if 9-911 emergency needs to be contacted.
- Deny to everyone with the exception of emergency responders, access to the suspicious parcel/object. If possible place a trash can over the package. Once emergency responders access the scene, they will take custody of the questionable item(s).
- Turn off any fans, window air conditioners and/or small area heaters.
- Isolate the room area; evacuate the adjoining areas.
- The individual who opened the suspicious item and anyone else who has come into contact with it should remain isolated in an area adjacent to the original location, until emergency responders arrive. Further instructions will be forthcoming from the emergency team.
- The individuals who have had contact with the parcel should wash their hands and face with soap and water.
- Create a list of people who were in the room where the package was received.

B. Suspicious Parcel Bomb Recognition Checklist:

Use the following checklist to evaluate parcels that seem unusual.

Handwritten or poorly typed address	Incorrect titles
No return address	Misspelling of common words
Visual distractions on the package.	Excessive postage
Excessive weight/rigid, lopsided, uneven envelopes	Restrictive markings such as "Confidential" or "personal"
Protruding wires or tinfoil	Excessive tape or strings
Oily stains/discolorations on the package	Unexpected international, special delivery and/or air mail

If you are on campus, call College Police at 651-7911 or 9-911 regarding any suspicious mail/packages.

Reminder: To access an outside line from a campus phone, always dial "9" before the number.

C. Bomb and Other Threats

In the event of a bomb threat, immediately call 9-911. Police will carefully evaluate all threats and provide the campus with specific information and instructions on how to respond.

- College personnel receiving telephoned bomb threats should ask the caller for the exact location where the bomb has been placed where it is going to be planted.
- Attempt to get as much information as possible about the caller, for example, male or female, accent, etc.
- Listen for background noise which may indicate the location of the caller.
- Complete the checklist below as soon as possible after receiving a bomb threat call. Writing down the details as soon as you have received the call, or during the call if you have the checklist available will assist emergency personnel to respond to the threat.
- Police will use direct contact information in their investigation and determination of the threat level.
- **Utilize the checklist on the next page** to detail the information that you gather from your conversation or other interaction with the person making the threat.

Reminder: To access an outside line from a campus phone, always dial "9" before the number.

Bomb or Other Threat Checklist
Place underneath Phones of Concern

Date _____ Time of Call _____ Length of Call _____

Local or Long Distance _____

Call Received by _____ Phone No. _____

Record the exact language of the threat _____

Keep Caller on the phone. Ask **WHEN** it is set to go off? _____

WHERE is it? _____

WHY are you doing this? _____

WHO are you? _____

Voice on the phone:

Man _____ Woman _____ Child _____ Age _____

Spontaneous _____ Rehearsed _____ Reading _____

Accent _____ Speech Impediment _____ Intoxicated _____

Other _____

Background Noise:

Music _____ Children _____ Airplane _____ Talk _____

Traffic _____ Typing _____ Machines _____ Other _____

Anything else: _____

