



**CSN**

COLLEGE OF  
SOUTHERN NEVADA

# **EMERGENCY RESPONSE GUIDE**

**Emergency Procedures  
& Contact Information**

*Revision Date: 01/2025*



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# Using this Emergency Response Guide

This **Emergency Response Guide** (hereinafter for ease of reference the “Guide”) is designed to give faculty, staff, and students guidance, background information, and suggestions on how to prepare for and how to handle various emergency situations on the College of Southern Nevada (CSN) campuses. While this background information is helpful and informative, it is critical for you to read this information before an actual emergency. Step-by-step recommendations are provided for you to follow in an actual emergency. Each specific emergency situation is unique; for that reason, no emergency guide can ever be comprehensive. However, in any emergency, it is always recommended that you remain calm; always be aware of the situation around you; and always report emergencies to the University Police Services Department (UPD) as soon as reasonably possible.

## Disclaimer

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This Guide and/or any referenced materials are intended to be a guideline and describes the efforts currently made by CSN and UPD to offer a guide for responding to emergency situations. Nothing in this document is a guarantee that any specific action will be taken in any given situation. This Guide is intended to be one of many tools CSN and UPD will use to prepare for and respond to emergency situations. CSN makes no claims, promises, or guarantees about the accuracy or completeness of the contents of this Guide and expressly disclaims liability for errors or omissions contained within its contents. The CSN may, at its sole discretion, change, delete, suspend, or discontinue any part or portion of this Guide, in whole or in part, at any time, with or without prior notice.

## Security and Confidentiality Statement

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This Guide may contain information that is considered sensitive and confidential to the safety of the campus community. The full version, including applicable annexes, contact information and more detailed information is only available to authorized personnel as public disclosure of this document would have a reasonable likelihood of threatening public safety by exposing institutional vulnerabilities. Neither this document nor any of the information contained herein may be reproduced or disclosed under any circumstances without the express written permission of CSN. Be advised that disclosure, copying, distribution or use of this document and the information contained herein without such permission is strictly prohibited.

## Accessibility Statement

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If you need this document in an alternate format for accessibility purposes (e.g., braille, large print, audio), please contact the CSN Department of Environmental Health and Safety (EHS) at [ehs@csn.edu](mailto:ehs@csn.edu) or 702-651-7445.



# Quick Reference Numbers

In the event of fire, medical emergency, or danger to life, health or the environment

## CALL UNIVERSITY POLICE SERVICES (UPD)

**24/7/365**



**7-911** (from a campus phone)

**702-895-3669** (from a cellphone)



### Additional options to contact UPD:

[CSN Mobile Safety App](#) (direct-dial & text)

**Red Emergency Phones** (found in classrooms, labs, assembly areas)

[Emergency Call Boxes](#) (found in parking lots, building exteriors)

**UPD Non-Emergency: 702-895-3668** (from cell phone) | **311** (from campus phone)

702-651-7445 [Environmental Health and Safety \(EHS\)](#) \*

702-651-4888 [Facilities Management](#) \*

702-895-4849 **Assistant Director, UPD Threat Assessment & Emergency Management** \*

988 (call/text) [National Suicide & Crisis Lifeline](#) \*\*

### Employee Services

775-784-3410 [NSHE Workers' Compensation Office](#) \*

800-890-1466 [CSN Employee Assistance Program](#) (TTY 800-697-0353) \*\*

### Student Services

[Disability Resource Centers](#) \*

Charleston Campus 702-651-5644

Henderson Campus 702-651-3795

North Las Vegas Campus 702-651-4045

[Counseling and Psychological Services](#) \*

Charleston Campus 702-651-5518

Henderson Campus 702-651-3099

North Las Vegas Campus 702-651-4099

\* Denotes availability during regular business hours (Monday-Friday, 8:00 am-5:00 pm)

\*\* Denotes availability any time of day, all year round (24/7/365)



You can access many of these services right from your phone using the [CSN Mobile SAFETY](#) app!



## Emergency Notifications

In the event of an incident that poses an immediate threat to the life, health, or safety of CSN students, employees, faculty, or community members, multiple platforms will be activated to alert the CSN community and to provide relevant information and instructions.




### **CSN Alerts - Emergency Notification System (ENS)**

- Provides audio and visual warnings to computer desktops/laptops, sends emails and text messages.
- CSN students and employees are automatically enrolled in the system.
- Ensure your contact information is current to receive prompt alerts about campus emergencies through text and voicemail notifications on your cellphone.
  - Login to [CSN Omnilert](#) using your Canvas/GoCSN login credentials.

### **CSN Mobile Safety App** (the official mobile safety app of CSN)




- [CSN MobileSAFETY App](#) is an essential tool to enhance your safety at CSN. The app will send you important safety alerts and provide instant access to campus safety resources and emergency contacts.
- Download the app to receive push notifications. Make sure the Emergency Notifications are enabled in the About/Preferences tab.
- Call UPD Emergency and Non-Emergency dispatch or text-chat directly from the app.
- Access a variety of safety features directly from your smartphone.



-  Desktop computer, public monitors, and VOIP office phone notifications.
-  An emergency information banner on UPD and/or CSN websites.
-  Posts to CSN and/or University Police Services' social media pages.



## Emergency Preparedness Resources

Being prepared can help you respond quickly and effectively to a variety of situations. Familiarize yourself with available emergency preparedness resources:

-  Emergency Preparedness webpage: <https://www.csn.edu/emergencypreparedness>
-  [Emergency Preparedness](#) *Microsoft Teams Group* (contact EHS if unable to access)
-  Attend hands-on emergency equipment training provided by the EHS to learn how to use an Automatic External Defibrillator (AED), fire extinguisher (simulated), and stop-the-bleed kit.

## University Police Services (UPD) Resources

University Police Services (UPD) encourages CSN students and employees to take part in safety trainings, including self-defense courses and active assailant safety training. These trainings can be attended during scheduled events or requested as customized sessions.

-  Learn more or register for an event at: <https://www.unlv.edu/police/events>
-  Learn more or request custom training at:  
<https://www.unlv.edu/police/units/community-engagement>

# CSN Campus Locations



**VISION** The College of Southern Nevada is recognized as a leader among community colleges in fostering student success, shared governance, and performance excellence.

<b>CSN Main Campuses</b>			
<b>1</b>	<b>Charleston Campus</b>	6375 W. Charleston Blvd. Las Vegas, NV 89146	(702) 651-5000
<b>2</b>	<b>Henderson Campus</b>	700 College Dr. Henderson, NV 89002	(702) 651-3000
<b>3</b>	<b>North Las Vegas Campus</b>	3200 E. Cheyenne Ave. North Las Vegas, NV 89030	(702) 651-4000
<b>CSN Learning Centers</b>			
<b>4</b>	<b>Green Valley Center</b>	1560 W. Warm Springs Rd. Henderson, NV 89014	(702) 651-2629
<b>5</b>	<b>Henderson Center of Excellence</b>	2200 Via Inspirada Henderson, NV 89044	TBA
<b>6</b>	<b>Mesquite Center</b>	140 N. Yucca St. Mesquite, NV 89027	(702) 651-1067
<b>7</b>	<b>Moapa Valley Center</b>	2400 N. St. Joseph St. Logandale, NV 89021	(702) 398-7545
<b>8</b>	<b>Nellis AFB Center</b>	4475 England Ave. Ste. 318 Nellis AFB, NV 89191	(702) 651-4155
<b>9</b>	<b>Sahara West Center</b>	2409 Las Verdes St. Las Vegas, NV 89102	(702) 651-4747
<b>10</b>	<b>Summerlin Center</b>	333 Pavilion Center Dr. Las Vegas, NV 89144	(702) 651-4900
<b>11</b>	<b>Western Center</b>	4601 W. Bonanza Rd. Las Vegas, NV 89107	(702) 651-4688

**Charleston Campus**



**Henderson Campus**



**North Las Vegas Campus**





## College of Southern Nevada

*Investing in Our Future. Students First.*

### Main CSN Campuses

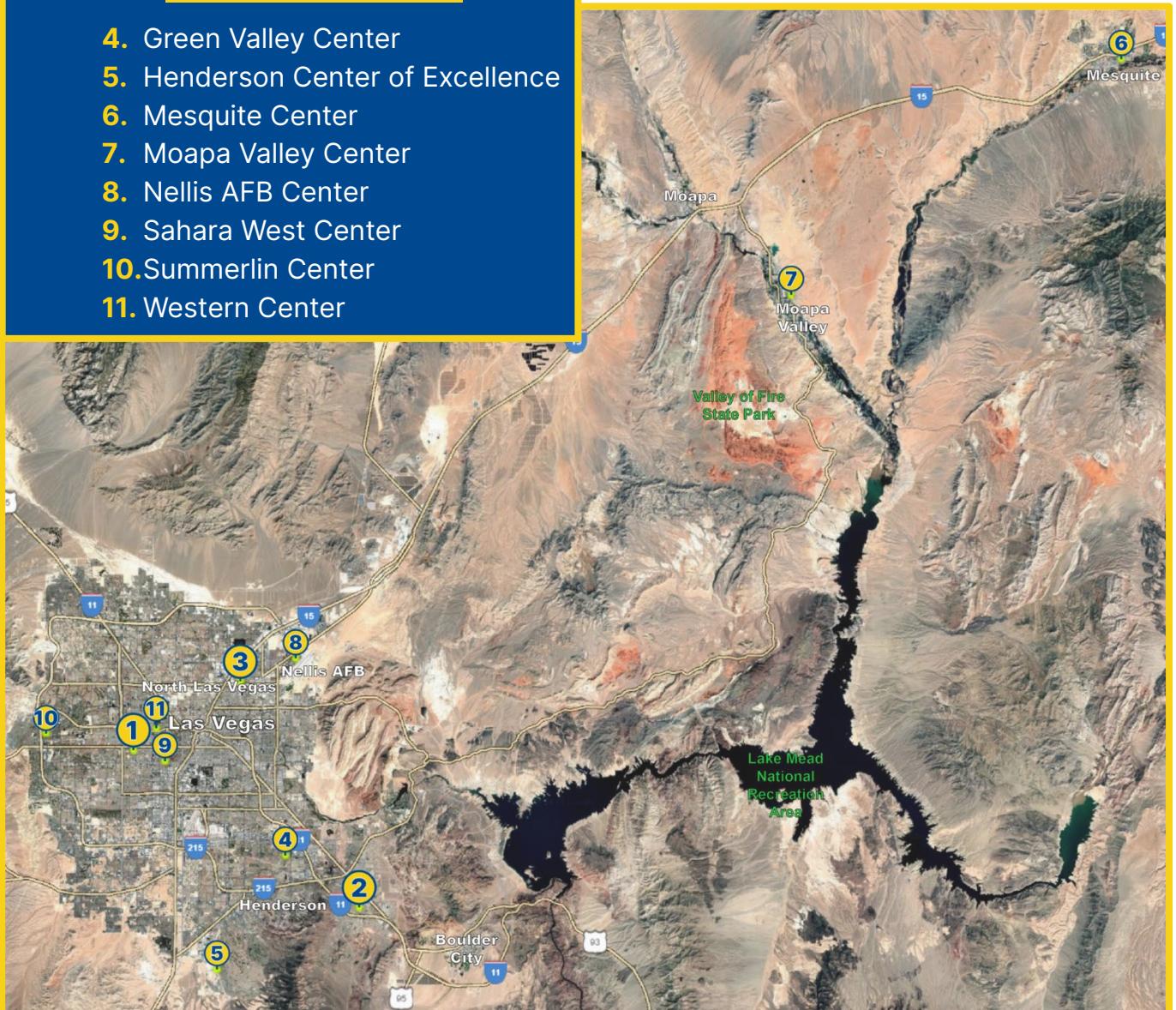
1. Charleston Campus
2. Henderson Campus
3. North Las Vegas Campus

### CSN Learning Centers

4. Green Valley Center
5. Henderson Center of Excellence
6. Mesquite Center
7. Moapa Valley Center
8. Nellis AFB Center
9. Sahara West Center
10. Summerlin Center
11. Western Center

**MISSION** The **College of Southern Nevada** empowers our students and communities to:

**ACHIEVE  
SUCCEED  
and  
PROSPER**



 **CSN VALUES I-LEAD**

**Integrity | Lifelong Learning | Excellence | Academic Freedom | Diversity**



A building evacuation may be required in an emergency, whether it is fire, earthquake, flood, or other urgent situation requiring all occupants to immediately leave the building.

- ✿ Familiarize yourself with the buildings you frequent. Practice using each of the possible evacuation routes posted in the immediate area.
- ✿ Know where the emergency exits and fire alarm pull stations are in your building.
- ✿ Include this information in your new employee orientation.
- ✿ Develop a plan to account for everyone in your workgroup or classroom at the evacuation assembly location.
- ✿ If you need assistance evacuating – whether you have a temporary or permanent need – please review the guidelines following this section.

### During the emergency:

- ✿ Stay Calm. Give clear instructions to others to help ensure prompt evacuation.
- ✿ If the primary evacuation route is obstructed, use your alternate route.
- ✿ Close doors behind you as you exit.
  - Except for Bomb Threat or Active Assailant incidents.
- ✿ **DO NOT** use elevators to evacuate! Use the stairs and stay on the right side to let emergency personnel pass on the left.
- ✿ Assist those who are unable to exit the building independently to rescue or rescue waiting areas. Always ask the individual how you can help before giving assistance.
- ✿ Keep low to the floor if smoke is present.
- ✿ Report to your designated evacuation assembly area for a head count.
  - If the designated assembly point/area is unsafe or blocked due to an emergency, proceed to the alternate assembly point.
- ✿ Immediately report any missing people to emergency officials.
- ✿ **DO NOT** re-enter the building until authorized to do so by an appropriate authority such as police, fire department, etc.

### If you are trapped in the building:

- ✿ Stay calm.
- ✿ If a window is available, place an article of clothing (e.g., shirt or coat) outside the window as a marker for rescue crews.
- ✿ If there is no window, tap on the wall at regular intervals to alert emergency crews of your location.

**Take the following precautions before leaving the building, only if it is safe to do so. These activities must not significantly delay your departure. Exercise good judgment!**

- ✿ Faculty members ensure immediate evacuation of classes under their purview.
- ✿ Shut off gas lines and heat-producing equipment (such as Bunsen burners, stoves).
- ✿ Return hazardous materials to proper storage areas if time permits.
- ✿ Close doors and windows, if possible. Close doors behind you as you leave.



## Emergency Preparedness and Evacuation for Individuals with Disabilities

Everyone needs to have a plan how to evacuate a building, regardless of their physical condition. Individuals with disabilities have additional considerations during emergencies and may not be able to evacuate without special assistance. All members of the campus community can help these individuals with their unique concerns, if that is necessary to ensure their safety. Please review the following so that you can provide the most effective assistance to individuals with disabilities.

- ✿ Individuals with permanent or temporary disability or medical condition should consider completing a **Personal Emergency Evacuation Plan (PEEP)** before an emergency.

For **STUDENTS** with disabilities:  
contact the **Disability Resource Center (DRC)\*** to request a Safety and/or Personal Emergency Evacuation Plan.

For **EMPLOYEES** with disabilities:  
contact **Human Resources (HR)\*** to create a Personal Emergency Evacuation Plan.

*\*DRC or HR contacts EHS for assistance, as needed*

- ✿ Familiarize yourself with the buildings you frequent. Keep in mind that the accessible route may not always be the closest exit. Practice using all available evacuation routes.
  - Check for obstacles, if possible. Remember: smoke, debris, flooding, loss of electricity, or other impediments may be present.
- ✿ **DO NOT** use elevators to evacuate, unless the elevators are under the direction of the fire department!
- ✿ Download the CSN Mobile SAFETY App on your phone for fast, easy access to the University Police Dispatch by direct-dial or text.

### If you are unable to evacuate the building:

- ✿ Seek a location that provides protection from hazard or threat. Possible areas of refuge include:
  - Enclosed stairwells with large landings
    - Wait near the exit stairwell until everyone has evacuated the floor and traffic has cleared, then enter.
  - An adjoining building behind fire doors
  - An office with a closed door, located a safe distance from the hazard
  - Exit balconies or corridors
- ✿ Inform another evacuee of your location.
- ✿ Call University Police Dispatch on the CSN Mobile SAFETY app or at (702) 895-3669 for emergency evacuation assistance.

### If you are able to evacuate the building:

- ✿ Report to your designated evacuation assembly area for a headcount.
- ✿ Immediately notify emergency responders about the location and condition of any people remaining in the building.
- ✿ **DO NOT** re-enter the building until authorized to do so by an appropriate authority such as police, fire department, etc.



### Building Evacuation for Individuals Who Need Assistance

#### Individuals with Mobility Limitations and Wheelchair Users

##### **Discuss Needs and Preferences:**

- **Limited Mobility:** Ask if assistance is needed. Inquire if they can evacuate using the stairs without help or with minor assistance.
- **Wheelchair User:** The needs and preferences of non-ambulatory individuals can vary greatly, so it's important to ask them how they would prefer to be assisted.

##### **Offer Assistance:** Assist the individual to the nearest accessible exit leading outside the building, to a safest refuge or rescue assistance area (e.g., stairwell), or to another building section to wait for evacuation assistance by UPD or Fire Department.

- **Wheelchair-User on the Ground Floor:** Individuals who use wheelchairs may choose to evacuate themselves from the ground floor with minimal assistance.
- **Ensure Clear Path of Travel:** If debris is present, it may be necessary to clear a path to the exit route.
- **No Imminent Danger:** If there is no imminent danger, the person may choose to remain in the building or to be directed to an Area of Refuge (e.g., stairwell) until emergency personnel arrive. If a stairwell experiences heavy traffic, wait until the area has cleared before entering the stairwell.
  - While staying in place, the individual should keep in direct contact with UPD through the CSN Mobile SAFETY app or by dialing (702) 895-3669 from a cellphone and reporting pertinent information including the location.
- **Imminent Danger:** If it is not safe to evacuate the person with limited mobility, move them to the safest Area of Refuge (e.g., stairwell) and immediately notify emergency personnel of their location. Stairway evacuation should be conducted only by trained personnel.
  - While staying in place, the individual should keep in direct contact with UPD through the CSN Mobile SAFETY app or by dialing (702) 895-3669 from a cellphone and reporting pertinent information including the location. Fire Department personnel, who are trained in emergency rescue, can then enter the building and assist the person in exiting the building, either down the stairs or using the emergency elevator recall.

##### **Stairwells as Safe Refuge Areas:** The stairway landings in most buildings on campus are wheelchair accessible and large enough to accommodate at least one wheelchair user, while allowing safe emergency exit for others. Stairwells are generally safer than any other area of the building, offering protection from heat, smoke, and toxic fumes.

##### **Mobility Aids or Devices:** Return any mobility aids or devices to the person as soon as possible.

##### **Notify Emergency Personnel:** Immediately notify emergency personnel about any individuals remaining in the building and their locations.

**Lift and carry evacuation assistance** should be provided only by trained professional emergency responders. An untrained person attempting to physically carry an individual with limited mobility may unintentionally cause further harm to both individuals.

## Building Evacuation for Individuals Who Need Assistance (continued)

### Individuals who are Blind or have Low Vision

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- ✿ **Communicate Nature of Emergency:** Describe the nature of the emergency and the location, if relevant, and provide simple instructions for exiting the building.
- ✿ **Offer Assistance:** Offer your arm to assist with guiding the individual through the evacuation route.
- ✿ **Verbally Communicate:** Provide details about where you are going and any obstacles the person may encounter along the route.
- ✿ **Communicate and Orient:** Once at a safe location, orient the individual to the location and inquire if further assistance is needed before leaving them.
- ✿ **Service Animal:** Try to ensure that the service animal is not separated from the individual and realize that the animal may be anxious or acting out in an emergency.

### Individuals who are Deaf or Hard of Hearing

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- ✿ **Alert Individual:** Turn the lights on/off, wave your arms, or touch the person on the elbow or shoulder to gain their attention.
- ✿ **Communicate Nature of Emergency:** Face the person, speak clearly and/or indicate directions with gestures. Alternatively, and with time permitting, write a note with evacuation instructions.
- ✿ **Assist as Needed:** The individual may need to be escorted outside the building if information cannot be clearly communicated.
- ✿ **Communicate and Orient:** Once at a safe location, orient the individual to the location and inquire if further assistance is needed before leaving them.

### Individuals with Cognitive Disabilities

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- ✿ **Observe Behavior and Assist as Needed:** Note that alarms, smoke, and/or crowds may be overwhelming. Speak calmly and avoid touching the individual without permission. Offer assistance and support individuals in finding the closest, safe exit.
- ✿ **Communicate Nature of Emergency:** Describe the nature of the emergency and the location, if relevant, and provide simple instructions for exiting the building.
- ✿ **Assist as Needed:** The individual may need to be escorted outside the building if information cannot be clearly communicated.
- ✿ **Communicate and Orient:** Once at a safe location, orient the individual to the location and inquire if further assistance is needed before leaving them.



**If you hear a fire alarm, evacuate! DO NOT assume it is a drill or a false alarm.**

### Be Prepared, Know Your Surroundings

- ✿ Know where the emergency exits and fire alarm pull stations are in your building.
- ✿ Know at least **two** ways out of your building.
- ✿ Know where the stairs are located.

### Reporting a Fire

- ✿ Call University Police Services (UPD) at 7-911 (from a campus phone) or 702-895-3669 (from a cell phone). Give the location of the fire (building/room).
- ✿ Sound the fire alarm immediately by activating the manual pull station, if one is available. Manual fire alarm pull stations are absent in some of the buildings equipped with fully automatic fire alarm activation and fire sprinkler systems.
  - If the alarm fails to activate, warn nearby occupants by knocking on doors and shouting warnings.
- ✿ Immediately evacuate the building.
  - Assist those who are unable to exit the building independently, if it does not endanger your life. Ask the individual how you can help before giving assistance.
  - Check your evacuation route for smoke. If unsafe, take an alternate route.
  - **DO NOT** use the elevator! Take the stairs.
  - Feel doors with the back of your hand. If it's hot, **DO NOT OPEN!**
  - If smoke is unavoidable, keep low to the floor.
  - Confine the fire to as small an area as possible by closing all doors and windows near the fire, if safe to do so.
- ✿ Move at least 150 feet away from the building. Proceed to your designated evacuation assembly area for a head count.
- ✿ Begin to account for evacuated occupants and report any missing people to emergency officials.
- ✿ **DO NOT** re-enter the building until emergency officials declare it is safe to do so.

### Clothing Fire

#### Remember to STOP, DROP and ROLL

- ✿ If your clothing is on fire, DROP to the floor. If someone else's clothing is on fire, help them to the ground immediately. **DO NOT** run or allow the victim to run.
- ✿ ROLL yourself or the victim on the ground to extinguish flames.
  - If a fire 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; call UPD (7-911 from a landline or 702-895-3669 from a cellphone).

## Using a Fire Extinguisher

Small fires can be extinguished with a portable fire extinguisher without the need for evacuation. However, only individuals trained in the proper handling, selection, and use of fire extinguishers should operate them.

- ✦ Before attempting to extinguish a fire evaluate if it is safe to do so.



- What is burning?
- Is the fire too big?
- Is the air safe to breathe?
- Is the environment too hot or smoky?
- Is there a safe evacuation path?

- ✦ The fire extinguisher must match the class of fire you are dealing with.
- ✦ Remember the **PASS** technique, a four-step approach that stands for: **Pull, Aim, Squeeze, and Sweep.**
- ✦ Never put yourself in danger, let the fire sprinkler system do its job!
- ✦ Evacuate the building if the fire is too large for a fire extinguisher.

### Using a Fire Extinguisher















#### Remember "PASS" technique

**Pull the pin.** Some extinguishers require releasing a lock latch, pressing a puncture lever, or taking another first step.

**Aim low.** Point the extinguisher nozzle (or its horn or hose) at the base of the flames.

**Squeeze the trigger** or handle while holding the extinguisher upright. This releases the extinguishing agent.

**Sweep the extinguisher from side to side** while keeping the extinguisher aimed at the base of the fire. Sweep back and forth covering the area of the fire with the extinguishing agent until the fire is out. Watch the fire area. If the fire breaks out again, repeat the process.

Types of Extinguishers 		 Types of Fires
Letter Symbol	Picture Symbol	Description
		Ordinary combustibles (e.g., wood, paper)
		Flammable liquids (e.g., alcohols, gasoline)
		Energized electrical equipment (e.g., appliances)
		Combustible metals (e.g., lithium, magnesium)
		Combustible cooking media (e.g., vegetable/animal oils & fats)
		Multipurpose (most common extinguisher)



You may encounter a medical emergency on campus. **In the event of a serious illness or injury, immediately call University Police Services (UPD) at 7-911 (from a campus phone) or 702-895-3669 (from a cell phone).** Tell the dispatcher that you have a medical emergency and provide them with the following information:

- ✿ Your name and telephone number.
- ✿ Nature of the illness or injury.
- ✿ Location of the emergency on campus (building, floor, and room number).
- ✿ Number of people involved: Is victim(s) conscious, breathing, bleeding?
- ✿ Remain on the line until the dispatcher has asked you all the questions and follow their instructions.

## Guidelines for Assistance

- ✿ **DO NOT** move a victim unless absolutely necessary.
- ✿ **DO NOT** jeopardize your safety or the safety of the patient. Wait for professional help if you are not trained to assist.
- ✿ If you are trained in first-aid or CPR, assist the patient up to the level you are trained.
- ✿ It is best practice to have someone, if available, meet the ambulance personnel and guide them to the person that is ill or injured.

## Conscious Choking (cannot speak or has a weak cough)

- ✿ Call UPD (7-911 from a landline or 702-895-3669 from a cellphone).
- ✿ If the person cannot speak or is having a hard time breathing, you need to act fast to help the person. You can perform **abdominal thrusts** (Heimlich maneuver), **back blows, or both** (5-and-5 approach).  
**To perform abdominal thrusts (Heimlich maneuver):**
  - Position yourself behind the person and reach your arms around their waist.
  - Place your fist, thumb side in, just above the person's navel (belly button).
  - Grasp the fist tightly with your other hand.
  - Make quick, upward and inward thrusts with your fist. Continue these thrusts until the object is dislodged or the person loses consciousness.
- ✿ **DO NOT** interfere if the person is coughing forcefully, is able to speak, or is able to breathe in and out adequately. But be ready to act right away if the person's symptoms get worse.
- ✿ **DO NOT** force open the person's mouth to try to grasp and pull out the object if the person is conscious. Perform abdominal thrusts and/or back blows to try to expel the object.
- ✿ **FOR PREGNANT OR OBESE PEOPLE:**
  - Wrap your arms around the person's CHEST.
  - Place your fist on the MIDDLE of the breastbone between the nipples.
  - Make firm, backward thrusts.
- ✿ Begin CPR if person becomes unresponsive.



## Fainting, Unconsciousness and Shock

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- ✦ Call UPD (7-911 from a landline or 702-895-3669 from a cellphone).
- ✦ Lie victim in recovery position (left side), if unconscious.
- ✦ Treat for shock by raising the victim's extremities above the heart, this will help to improve the blood supply to their vital organs.
- ✦ Keep victim comfortable and warm with a blanket.
- ✦ Ask or look for a medical ID bracelet, necklace or card.
- ✦ Start CPR if victim becomes unresponsive.
- ✦ NEVER give an unconscious victim food or liquids.

## Fractures and Sprains

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- ✦ Call UPD (7-911 from a landline or 702-895-3669 from a cellphone).
- ✦ Keep victim still.
- ✦ Keep injury stabilized.
- ✦ Stop any life-threatening bleeding.
  - Stop the Bleed kits can be located inside or near the Automatic External Defibrillator (AED) cabinets.
  - Tourniquets can be located inside First Aid cabinets.

## Heat Exhaustion and Heat Stroke

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If untreated, **heat exhaustion** can progress to **heatstroke**, a life-threatening emergency that can be fatal if treatment is delayed. Unlike heatstroke, heat exhaustion does not result in impaired mental function, confusion, or loss of consciousness.

- ✦ Call UPD (7-911 from a landline or 702-895-3669 from a cellphone).
- ✦ Make sure that someone stays with the affected person until help arrives.
- ✦ Move the person to a shaded, cool area.
- ✦ Loosen clothing, remove unnecessary clothing including shoes and socks.
- ✦ Wet the person with cool water and circulate the air to speed cooling.
- ✦ Cool the person with cold compresses to the head, neck, and face or have the person wash their head, face and neck with cold water.
- ✦ If the person is awake and alert enough to swallow, have the person drink cool water or other nonalcoholic beverage without caffeine (a small cup every 15 minutes), as soon as possible.
  - Most people with heatstroke have an altered level of consciousness and cannot safely be given fluids to drink.
- ✦ If the person is dizzy or light-headed, lay them on their back and raise their legs about 6-8 inches.
- ✦ If the person is sick to their stomach, lay them on their side.
- ✦ Affected person should be taken to a clinic or emergency room for medical evaluation and treatment if signs or symptoms worsen or do not improve within 60 minutes.



## Poisoning or Overdose

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If you are aware of a known antidote or if vomiting should be induced, then you may do so. If you are unsure, **DO NOT** do either of these and wait for Emergency Medical personnel instructions.

- ✦ Call UPD (7-911 from a landline or 702-895-3669 from a cellphone) for immediate transport to hospital.
- ✦ Save label or container for identification.

### To triage a patient with known or suspected poisoning, but no active medical emergency:

- ✦ Stay calm.
- ✦ Call Nevada Poison Center at 1-800-222-1222 or visit [nvpoisoncenter.org](http://nvpoisoncenter.org)
- ✦ Follow steps and instructions provided.

## Severe Bleeding and Wounds

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- ✦ Call UPD (7-911 from a landline or 702-895-3669 from a cellphone).
  - Stop the Bleed kits can be located inside or near the Automatic External Defibrillator (AED) cabinets.
  - Tourniquets are available inside First Aid cabinets.
- ✦ Apply direct pressure on wound using clean cloth or hand.
- ✦ Apply tourniquet if available (2-inches above wound on arms and legs only).
- ✦ If tourniquet isn't available pack wound with sterile cloth or dressing (legs and arms only).
- ✦ Add more cloth or dressing if blood soaks through, **DO NOT** remove old cloth or dressing.
- ✦ Keep pressure on wound until help arrives.
- ✦ **DO NOT** remove the tourniquet once applied.

### If you wish to be trained in the Stop-the-Bleed bleeding control methods:

- ✦ Complete the [online course](#) available on CAPE Platform and in-person hands-on skills training offered by EHS to receive a training certificate.





## Sudden Cardiac Arrest

The immediate and effective use of cardiopulmonary resuscitation (CPR), coupled with the use of an Automatic External Defibrillator (AED), improves the chances of survival from a sudden cardiac arrest. AED is designed to analyze a patient's condition before delivering a shock and will only shock a patient in cardiac arrest. By following the audible commands, even an untrained person can safely use an AED.

- ✿ Call UPD (7-911 from a landline or 702-895-3669 from a cellphone).
- ✿ If the victim is unresponsive, not breathing, or only gasping, begin CPR immediately and have someone retrieve an AED\*, if available.
  - Remember, Hands-Only CPR can be as effective as CPR with breaths.
- ✿ Ask or look for a medical bracelet, necklace or ID card.
- ✿ NEVER give an unconscious victim food or liquid.
- ✿ Continue CPR/AED until help arrives.

\* AEDs are available in most buildings on campus, located in easily accessible areas, such as near entrances, lobbies, elevator lobbies, or information desks. A list of AED locations can be found on Building Emergency Response Plans, emergency evacuation maps, or AED map.



Visit the link below to view the **AED locations**:  
<https://csn.campusoptics.com/map/csn-aeds>

### If you wish to be trained in CPR or the proper use of an AED:

- ✿ Department of Workforce and Economic Development (DWED) provides CPR training. For more information about CSN's AHA Training Center, please, call 702-651-4495 or visit <https://www.csn.edu/dwed-healthcareahaems>.
- ✿ Environmental Health and Safety Department (EHS) offers hands-on emergency equipment training (AED, Stop the Bleed kit, fire extinguisher) on request.

## Report All Injuries

After the emergency has been addressed and there is no immediate threat to life or health; promptly report any injury, illness, or exposure experienced by students, faculty, staff, or visitors during their activities or interactions with the college to the Environmental Health & Safety Department (EHS).

- ✿ Reporting requirements vary depending on the incident type. Incident report forms, as well as additional information, are available at the [Incident Reporting](#) webpage.
- ✿ Contact EHS at 702-651-7445 or [ehs@csn.edu](mailto:ehs@csn.edu).



### Power Outage

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- ✦ To report a minor localized power outage during regular business hours (Monday-Friday, 8:00 am-5:00 pm), call the Facilities Management Help Desk at 702-651-4888. After hours, call University Police Services (UPD) at 702-895-3669.
- ✦ Many buildings have emergency lighting which illuminates the stairwell and other essential building components for 90 minutes.
  - Use this time period to secure areas and evacuate the building if needed.
- ✦ Follow any instructions given by emergency responders or utility workers.
- ✦ 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 power outage is expected to last a considerable length of time, UPD or Facilities Management will send an emergency notification out to the campus community.

### Elevator Entrapment/Malfunction

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- ✦ Passengers should not attempt to free themselves by prying doors or using other forcible measures.
- ✦ **If you are inside the elevator:** Use the emergency phone in the elevator or call University Police Services (UPD) from your cell phone at 702-895-3669.
- ✦ **If you are outside of the elevator:** Tell the passengers to remain calm and that you are getting help by calling qualified personnel to release them. Call UPD at 702-895-3669.
  - If it is safe to remain in the building, stay near to passengers until assistance arrives.

### Suspected Gas Leak

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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.

- ✦ Call University Police Services (UPD) at 702-895-3669 and Facilities Management at 702-651-4888 if you suspect a gas leak.

### Confirmed Gas Leak

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If you know that gas cylinder, equipment or piping is leaking:

- ✦ Immediately notify building occupants to evacuate the area using the preplanned evacuation route. This may also be accomplished by pulling the building alarm, if available.
- ✦ Call UPD at 702-895-3669 and provide Building name, Floor/Room number.
- ✦ **DO NOT** switch lights or electrical equipment on or off in the area near the leak; electrical arcing could trigger an explosion.
- ✦ Building occupants are not to return to the building until the all-clear is given by the Fire Department or emergency responders.



## Water-Related Emergency

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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 (e.g., slips/falls).

- ✿ If such an event occurs during regular business hours (Monday-Friday, 8:00 am-5:00 pm), immediately contact Facilities Management at 702-651-4888.
- ✿ If a water event occurs after hours or when classes are not in session, call University Police Services at 702-895-3669.
- ✿ If you are responding to a water emergency but have not determined the water source, remember that the water may be contaminated and take appropriate precautions.

### If you encounter 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.



### In the event of a chemical or biological spill, leak, or other emergencies:

- ✦ Immediately alert others in the area and your supervisor. If necessary, evacuate the affected area.
- ✦ Any danger to life or safety should be immediately reported to University Police Services (UPD) at 702- 895-3669.
- ✦ Protect floor drains or other means for environmental release by placing spill socks and other absorbents (e.g., towels, pads, mats, pillows) around drains, as needed.
- ✦ Call Environmental Health and Safety (EHS) at 702-651-7445, during business hours (8 am - 5 pm, Monday - Friday), to report the spill or if you need assistance cleaning it up.
  - After hours, call UPD at 702-895-3669.

### If there is a fire or medical attention is needed:

- ✦ Call UPD (7-911 from a landline or 702-895-3669 from a cellphone).
  - After the emergency has been addressed and there is no immediate threat to life or health, report all accidents or injuries to EHS (702-651-7445/ [ehs@csn.edu](mailto:ehs@csn.edu)/ [Incident Reporting](#) webpage).

## Biological Spill

- ✦ Immediately evacuate the laboratory if the spill is not contained in a Bio Safety Cabinet, allow aerosols to settle.
- ✦ Remove contaminated clothing and put it into a biohazard bag for later autoclaving.
- ✦ If qualified, re-enter the room while wearing the appropriate PPE and cover the spill with paper towels.
  - Heavily soak the towels and spill with the appropriate disinfectant. Allow a 20-minute minimum contact time.
  - Clean up spill and dispose of it in biohazard bag.

## Chemical Spills

### Small or Medium Spills (*less than 5 liters*)

If it is a small spill, the individual(s) who caused the spill is responsible for prompt and proper clean-up.

- ✦ If you know the identity of the spilled substance and have been properly trained in the handling of the substance, proceed with clean-up procedures.
  - Review the Safety Data Sheet (SDS) or other references for recommended spill cleanup methods and materials, and Personal Protective equipment (PPE) needs.
- ✦ **DO NOT** attempt to clean up the spill and treat it as a **Large Spill** if you:
  - **DO NOT** know the identity of the spilled substance.
  - Have **NOT** been trained in the proper chemical handling procedures.
  - **DO NOT** feel confident about cleaning up the spill.



## Chemical Spills (*continued*)

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### Large Spills (*more than 5 liters*)

For all major spills which are beyond the staff's capability to deal with effectively:

- ✿ Immediately evacuate the area, notify EHS and UPD.
- ✿ If a volatile, flammable material is spilled, immediately warn everyone, control sources of ignition, and ventilate the area.
  - **DO NOT** use a cellular phone near the presence of combustible vapors.
- ✿ Attend to any people who may be contaminated.
  - Contaminated clothing must be removed immediately and the skin flushed with water for no less than 15 minutes.
  - Wear appropriate Personal Protective Equipment (PPE) before attending to people who may be contaminated.

## Chemical Exposure First Aid

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### Chemicals on Skin or Clothing:

- ✿ Immediately flush with water for no less than 15 minutes (except for Hydrofluoric Acid, Flammable Solids or >10% Phenol). For larger exposures, use a safety shower.
- ✿ While rinsing, quickly remove all contaminated clothing or jewelry. Use caution when removing pullover shirts or sweaters to prevent contamination of the eyes.
- ✿ Review the Safety Data Sheet (SDS) for delayed effects.
- ✿ Discard contaminated clothing or launder them separately from other clothing.

### Chemicals in Eyes:

- ✿ Immediately flush eye(s) with water for at least 15 minutes.
- ✿ Force eyes open and rotate eyeballs.
- ✿ Use an eye wash when possible so that hands are free to hold the eyes open.
  - If an eyewash is not available, pour water on the eye, rinsing from the nose outward to avoid contamination of the unaffected eye.
- ✿ Remove contact lenses while rinsing. Do not attempt to rinse and reinsert contact lenses.
- ✿ Seek medical attention regardless of severity or apparent lack of severity.

## Reportable Spills or Releases

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If a hazardous substance is released to the environment in an amount that could equal or exceed its reportable quantities, it must be reported immediately to Environmental Health and Safety (EHS) (702-651-7445/ [ehs@csn.edu](mailto:ehs@csn.edu)/ [Incident Reporting](#) webpage).

### Spills and releases that need to be reported include:

- ✿ When the volume of the chemical exceeds one gallon of liquid or one pound of solid.
- ✿ All mercury spills (regardless of the quantity).
- ✿ All uncontrolled compressed gas releases (regardless of the quantity).
- ✿ Unintentional release of a chemical to bare ground, sewer, or surface water (regardless of the quantity).
- ✿ Unintentional release of oil to bare ground or water (regardless of the quantity).



**ALL** bodily fluids, with or without visible blood (excluding sweat), are considered potentially infectious regardless of the perceived health status of the source individual.

**ALL** exposure incidents must be reported immediately, no matter how minor they may seem.

### In case of bloodborne pathogen exposure, follow these immediate actions:

- ✿ **STOP** the activity.
- ✿ Immediately **CLEANSE** the injured area.
  - **Exposure involving mouth or eyes:**  
Flush with water for at least 15 minutes.
  - **Exposure involving a cut, abrasion, or puncture of the skin:**  
Wash the area with copious amounts of antimicrobial soap and water for 15 minutes.
  - **Exposure to wounds and skin sites:**  
Wash the area with antimicrobial soap and water.
  - **Exposure to mucous membranes:**  
Should be flushed with water.
- ✿ Administer first aid to the injury site, as needed.
- ✿ Immediately report the incident/injury to the victim's supervisor. The supervisor will initiate the appropriate incident reporting procedure.
- ✿ Seek medical attention\*.
- ✿ Complete the required incident report forms. Detailed instructions for reporting exposures can be found on the [Incident Reporting](#) webpage.

\*Exposed individuals should seek medical evaluation as soon as possible following the incident.

#### For Employees:

- ✿ Immediate medical attention may be secured at an approved workers' compensation medical provider or at the most convenient medical location.
- ✿ Follow-up medical evaluations and treatment **MUST** be performed by an approved workers' compensation provider.
  - Please refer to [NSHE Risk Management's list of approved providers](#).
  - Note that the medical providers on this list may not be the same as those associated with an individual's personal health care insurance.
- ✿ Student employees follow the employee exposure process.

#### For Students:

- ✿ Students exposed to bloodborne pathogens shall be treated in the same manner as exposed employees, except the student is responsible for their own expenses related to the exposure.
- ✿ A student may choose their own medical provider for post-exposure evaluation and follow-up; however, EHS is available for guidance in securing such medical attention.
- ✿ Faculty or the corresponding academic department should report student exposures to EHS.
- ✿ Students are **NOT** covered by CSN Worker's Compensation Program.



Never jeopardize your own safety. It is important that you are able to effectively handle any type of emergency situation. For this reason, you should never put yourself in the middle of a physical altercation.

#### In the event a physical altercation occurs:

- ✦ **DO NOT** attempt to break up the issue/event!
- ✦ Call UPD (7-911 from a landline or 702-895-3669 from a cellphone).
- ✦ Inform them of the situation. Be ready to provide:
  - Your Name
  - Emergency Location
  - Building
  - Floor Number
  - Room Number or Location within the building
  - Type of Emergency
  - Any additional information requested by the Operator
- ✦ Call additional staff members in the building for assistance (if needed) with crowd control.
- ✦ Try to contain the situation by not allowing a crowd to gather around the altercation.
- ✦ Take note of everything you observe:
  - Persons involved
  - Actions by the parties involved
  - Statements made

#### Keep in Mind:

- ✦ A threat or act of violence can be verbal, made in gesture, or it can be unwanted physical contact such as pushing, grabbing or any other form of personal contact.
- ✦ Threats can be in the form of verbal communication, gestures or simply implied. In any event, the University Police Services will be responsible for responding to, evaluating, resolving the situation, and documenting all details of the threat. Do not take any threat lightly or ignore such situations.
- ✦ Violence in the workplace is almost always preceded by obvious signs or threats before the actual violence takes place. Report any activity that you believe qualifies as a threat.
- ✦ If you have taken out a Restraint Order by a court of law, University Police Services may provide additional security measures, such as personal escorts and monitoring of your office or meeting areas.

**ALL** students, staff, faculty, and visitors must comply with the direction given by University Police or other Law Enforcement officers.



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. All employees can help to prevent and prepare for potential active shooter situations.

All CSN employees are required to complete the FEMA Online Training Course:  
[\*IS-907 – Active Shooter: What You Can Do.\*](#)

### How to Respond When an Active Assailant is in Your Vicinity

Quickly determine the most reasonable way to protect your own life! Remember that students and visitors are likely to follow the lead of faculty/staff during an active shooter situation.



#### **RUN**

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- ✿ Have an escape route and plan in mind.
- ✿ Evacuate regardless of whether others agree to follow.
- ✿ Leave your belongings behind.
- ✿ Help others escape, if possible.
- ✿ Prevent individuals from entering an area where the active shooter may be.
- ✿ Keep your hands visible.
- ✿ Follow the instructions of any police officers.
- ✿ Do not attempt to move wounded people.
- ✿ Make sure you are not running into harm's way, trust your eyes and question your ears.
- ✿ Ideally, run from cover to cover.
- ✿ Call 911 when you are safe.

#### **HIDE**

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. **Your hiding place should:**

- ✿ Be out of the active shooter's view.
- ✿ Provide protection if shots are fired in your direction (e.g., an office with a closed and locked door; behind thick, solid objects such as concrete walls, metal dumpsters).
- ✿ Not trap you or restrict your options for movement.

#### **Prevent an active shooter from entering your hiding place by:**

- ✿ Locking or barricading the door. An effective way to barricade is to stack furniture or heavy objects in front of the door all the way to the opposing wall.
- ✿ Silencing your cell phone and turning off any source of noise (e.g., radios, televisions).
- ✿ Turning off the lights in the room.
- ✿ Hiding behind large items (e.g., cabinets, desks).
- ✿ Remaining quiet.

#### **If evacuation and hiding out are not possible:**

- ✿ Remain calm.
- ✿ Dial 911, if possible, to alert police to the active shooter's location.
  - If you cannot speak, leave the line open and allow the dispatcher to listen.





## How to Respond When an Active Assailant is in Your Vicinity (*continued*)

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### **FIGHT**

As a last resort, and only when your life is in imminent danger, **attempt to disrupt and/or incapacitate the active shooter by:**

- ✦ Acting as aggressively as possible against them.
- ✦ Throwing items and improvising weapons.
- ✦ Yelling.
- ✦ Committing to your actions.

### **What to Expect When Law Enforcement Arrives**

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Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- ✦ Officers usually arrive in teams of four (4).
- ✦ Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.
- ✦ Officers may be armed with rifles, shotguns, handguns.
- ✦ Officers may use pepper spray or tear gas to control the situation.
- ✦ Officers may shout commands and may push individuals to the ground for their safety.

The first officers to arrive at the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

### **How to Respond When Law Enforcement Arrives**

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- ✦ Remain calm and follow officers' instructions.
- ✦ Put down any items in your hands (e.g., cellphone, bag, jacket).
- ✦ Immediately raise hands and spread fingers.
- ✦ Keep hands visible at all times.
- ✦ Avoid making quick movements toward officers such as holding on to them for safety.
- ✦ Avoid pointing, screaming and/or yelling.
- ✦ **DO NOT** stop to ask officers for help or directions when evacuating, just proceed in the direction from which officers are entering the premises.
- ✦ Information to provide to law enforcement or 9-1-1 operator:
  - Location of the active shooter.
  - Number of shooters, if more than one.
  - Physical description of shooter/s.
  - Number and type of weapons held by the shooter/s.
  - Number of potential victims at the location.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. **DO NOT** leave until law enforcement authorities have instructed you to do so.



All bomb threats must be treated as a serious matter. A bomb threat could be written, e-mailed, communicated verbally, or received by phone or social media sites. To ensure the safety of faculty, staff, students, and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. The procedures described below should be implemented regardless of whether the bomb threat appears real or not.

**In event of a bomb threat, immediately call UPD (7-911 from a landline or 702-895-3669 from a cellphone).** University Police will carefully evaluate all threats and provide the campus with specific information and instructions on how to respond.

- ✿ College personnel who receive bomb threats by phone should ask the caller for the exact location of the bomb and the time it is set to detonate.
- ✿ 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 bomb threat checklist 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.
- ✿ **Utilize the bomb threat checklist on the next page** to detail the information that you gather from your conversation or other interaction with the person making the threat.
- ✿ University Police will use direct contact information in their investigation and determination of the threat level.
- ✿ **DO NOT** evacuate the building until UPD arrives and assesses the threat.
- ✿ **DO NOT** activate the fire alarm. This may cause unnecessary panic.
- ✿ UPD will respond and determine whether the fire alarm should be activated, if evacuation is necessary, and/or if the building should be searched.
- ✿ If UPD issues an evacuation order, leave doors open as you exit to assist with the security sweep.

All CSN employees are encouraged to complete the FEMA Online Training Course: [\*BTPR AWR-903 - Bomb Threat Preparedness and Response.\*](#)

## BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the Bomb Threat Checklist.

### If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as many details as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact UPD immediately with information and await instructions.

### If a bomb threat is received by handwritten note:

- Call UPD at 702-895-3669.
- Handle note as minimally as possible.

### If a bomb threat is received by email:

- Call UPD at 702-895-3669.
- Do not delete the message.

### Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

### DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

## WHOM TO CONTACT

### University Police Services (UPD)

- 702-895-3669 (from a cell phone)
- 7-911 (from a campus phone)
- via CSN Mobile Safety App

**Follow your evacuation procedure, if directed**

## BOMB THREAT CHECKLIST

<b>Date:</b> _____	<b>Time:</b> _____
<b>Time Caller Hung Up:</b> _____	<b>Phone Number Where Call Received:</b> _____

### Ask Caller:

- Where is the bomb located? (Building, Floor, Room, etc.) \_\_\_\_\_
- When will it go off? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- What will make it explode? \_\_\_\_\_
- Did you place the bomb? Yes No
- Why? \_\_\_\_\_
- What is your name? \_\_\_\_\_

### Exact Words of Threat:

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### Information About Caller:

- Where is the caller located? (Background and level of noise) \_\_\_\_\_
- Estimated age: \_\_\_\_\_
- Is voice familiar? If so, who does it sound like? \_\_\_\_\_
- Other points: \_\_\_\_\_

### Caller's Voice: Background Sounds: Threat Language:

- |  |  |                                       |
|--|--|---------------------------------------|
| <input type="checkbox"/> Accent          | <input type="checkbox"/> Animal Noises     | <input type="checkbox"/> Incoherent   |
| <input type="checkbox"/> Angry           | <input type="checkbox"/> House Noises      | <input type="checkbox"/> Message read |
| <input type="checkbox"/> Calm            | <input type="checkbox"/> Kitchen Noises    | <input type="checkbox"/> Taped        |
| <input type="checkbox"/> Clearing Throat | <input type="checkbox"/> Street Noises     | <input type="checkbox"/> Irrational   |
| <input type="checkbox"/> Coughing        | <input type="checkbox"/> Booth             | <input type="checkbox"/> Profane      |
| <input type="checkbox"/> Cracking Voice  | <input type="checkbox"/> PA system         | <input type="checkbox"/> Well-spoken  |
| <input type="checkbox"/> Crying          | <input type="checkbox"/> Conversation      |                                       |
| <input type="checkbox"/> Deep            | <input type="checkbox"/> Music             |                                       |
| <input type="checkbox"/> Deep breathing  | <input type="checkbox"/> Motor             |                                       |
| <input type="checkbox"/> Disguised       | <input type="checkbox"/> Clear             |                                       |
| <input type="checkbox"/> Distinct        | <input type="checkbox"/> Static            |                                       |
| <input type="checkbox"/> Excited         | <input type="checkbox"/> Office machinery  |                                       |
| <input type="checkbox"/> <b>Female</b>   | <input type="checkbox"/> Factory machinery |                                       |
| <input type="checkbox"/> Laughter        | <input type="checkbox"/> Local             |                                       |
| <input type="checkbox"/> Lisp            | <input type="checkbox"/> Long distance     |                                       |
| <input type="checkbox"/> Loud            |  |                                       |
| <input type="checkbox"/> <b>Male</b>     |  |                                       |
| <input type="checkbox"/> Nasal           |  |                                       |
| <input type="checkbox"/> Normal          |  |                                       |
| <input type="checkbox"/> Ragged          |  |                                       |
| <input type="checkbox"/> Rapid           |  |                                       |
| <input type="checkbox"/> Raspy           |  |                                       |
| <input type="checkbox"/> Slow            |  |                                       |
| <input type="checkbox"/> Slurred         |  |                                       |
| <input type="checkbox"/> Soft            |  |                                       |
| <input type="checkbox"/> Stutter         |  |                                       |

Other Information: \_\_\_\_\_





During a robbery attempt, the overriding concern is **SAFETY**. Our responsibility under these circumstances is the physical well-being of students, faculty, staff and visitors who may be present.

### Burglary

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If you encounter someone in the process of breaking in or signs of forced entry (e.g. broken window, door frame damage):

- ✦ **DO NOT** enter the facility.
- ✦ Promptly call UPD (7-911 from a landline or 702-895-3669 from a cellphone).
- ✦ Give the dispatcher any relevant information that you have.

### Robbery

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If you encounter someone threatening to take or forcibly taking property:

- ✦ Take no action that might provoke a violent response.
- ✦ **DO NOT** attempt to delay or stall the robbery.
- ✦ Remain calm.
- ✦ Do what is asked of you, but only what is asked of you, nothing extra.
- ✦ Comply with the demands promptly, being careful not to move or gesture in a way that could be misunderstood as a defensive action or the triggering of an alarm.
- ✦ **DO NOT** volunteer information or open drawers you have not been ordered to open.
- ✦ Make a mental note of facial features, stature, scars, marks, peculiarities, and the color of clothing that can be later used for identification.
- ✦ Look out windows to try and get directions of travel, description of cars and any other details.

#### Once it is safe to do so:

- ✦ Contact UPD (7-911 from a landline or 702-895-3669 from a cellphone). Give the dispatcher any relevant information that you have.
- ✦ Write down details as soon as possible, noting what was said, weapons used, descriptions of individual(s), what you handed out, and direction of travel.
- ✦ Secure the area to protect any evidence.
- ✦ If a note was given to you, lay it aside with as little handling as possible, so that it can later be reviewed for analysis.
- ✦ If a weapon was fired, the ejected shell casings may prove to be valuable. **DO NOT** touch or move these items.

#### To report a theft after the fact:

- ✦ Call UPD non-emergency line at 702-895-3668 to make a report.

### Vandalism

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- ✦ All acts of vandalism and/or damage to the facility or its furnishings (e.g., furniture, pictures, equipment) should immediately be reported to UPD and Facilities Management (702-651-4888). If there is immediate danger, seek safe shelter.
- ✦ It is important that signs (evidence) of forcible entry, cut or broken locks, or stripped wiring be preserved for investigative purposes. Call UPD non-emergency line at 702-895-3668 to make a report and they will investigate the incident.



Civil disturbance means acts of violence and disorder prejudicial to the public law and order. It includes acts such as riots, acts of violence, insurrections, unlawful obstructions or assemblages, or other disorders prejudicial to public law and order.

University Police Services is charged with protecting the life, safety, and health of the campus community and will seek to quell any such disturbances that threaten the campus. Initial actions may include:

- ✦ Establishing and enforcing a perimeter around the affected area to confine the disturbance.
- ✦ Performing crowd and traffic control. Diverting traffic away from affected areas.
- ✦ Establishing and managing evacuation routes for uninvolved civilians.
- ✦ Providing security at various locations throughout the community to prevent intruders and looting.
- ✦ Performing special tactical operations, including search & rescue, as needed.
- ✦ Providing police protection for Fire/EMS units, strike teams, and/or task forces.
- ✦ Conducting reconnaissance activities and report results to the Emergency Operations Center (EOC) for inclusion in the Incident Action Plan (IAP) process.
- ✦ Working closely with other Law Enforcement officials to resolve the incident.

**ALL** students, staff, faculty, and visitors must comply with the direction given by University Police or other Law Enforcement officers.



Cybercriminals continue to find new ways to infect your computer, making knowing what to look for and ensuring your computer is protected against attacks extremely important.

### Best Practices

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- ✦ Keep all software up to date.
- ✦ Think before you click. Malicious emails or links often come from people you don't know, but can also come from people you do.
- ✦ Only download software from legitimate sources.
- ✦ Don't click on links in pop-up banners.
- ✦ Check permissions to see what information an app may collect about you.
- ✦ Use unique, strong password and **DO NOT** reuse or use the same password for multiple accounts.

### Be Precautious of Malware

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Viruses are designed to go unnoticed and spread quickly. Knowing what to look for and carefully reviewing what you may click on will help protect you from getting a virus.

#### You can get viruses from:

- ✦ Clicking links on banner ads and pop-up messages, in emails, on social media, chat apps, text messages, etc.
- ✦ Downloading files through peer-to-peer (P2P) file-sharing applications or websites.
- ✦ Opening email attachments.
- ✦ Attaching personal storage devices (like USB sticks or cell phones) to an infected computer, especially public computers.
- ✦ Apps for your mobile devices.

#### What to look for:

Often, there are signs that email or website shouldn't be trusted. Look for:

- ✦ Short messages that give little context as to why someone is contacting you or what they are sending to you (e.g., "Check out these new pics!")
- ✦ Unusual URLs and domain names (e.g., "csn.college.com" instead of "csn.edu").
- ✦ Unexpected attachments, or attachments with unusual file types, especially attachments that end in .exe, .vbs, or .lnk on a computer running Microsoft Windows.
- ✦ Strange notifications that don't look like the normal messages you see from the app or program.
- ✦ Apps that require excessive access to your device. For example, a flashlight application should not need access to your camera and text messages.

**When in doubt, never click or open something you think is unusual.** If you aren't sure if something is a real message, contact the person by some other method, since some malware will automatically respond with legitimate-sounding replies.

**Forward suspicious emails received in your CSN account to [spam@csn.edu](mailto:spam@csn.edu).**



## Spam or a Suspicious Email

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If you have received spam or a suspicious email, follow the steps below:

- ✦ **DO NOT** click any links within the email.
- ✦ Forward the message to [spam@csn.edu](mailto:spam@csn.edu) so the Office of Technology Services (OTS) team can investigate the email.
- ✦ Delete the email.

If you have clicked any links within the email or opened any suspicious attachments, contact the [OTS Help Desk](#) at 702-651-4357 or [help.desk@csn.edu](mailto:help.desk@csn.edu)

## If you suspect your device may be infected

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### For CSN devices:

- ✦ Disconnect the computer from the Internet by disabling Wi-Fi or disconnecting the network cable.
- ✦ Contact the OTS Help Desk.



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 or liquid coming out of the package or other substance, the following actions are recommended:

- ✿ Move people away from the suspicious object. **DO NOT** move or attempt to open the package. **DO NOT** investigate the package too closely.
- ✿ Immediately call UPD (7-911 from a landline or 702-895-3669 from a cellphone). The University Police will evaluate the threat level and determine if other emergency personnel need to be contacted.
- ✿ Deny access to everyone except emergency responders. 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.

### Suspicious Parcel Recognition Checklist

Use the following signs to evaluate parcels that seem unusual:

- Handwritten or poorly typed address
- No return address
- Visual distraction on the package
- Excessive weight/rigid, lopsided, uneven envelopes
- Protruding wires or tinfoil
- Oily stains/discoloration on the package
- Incorrect titles
- Misspelling of common words
- Excessive Postage
- Restrictive markings such as "Confidential" or "personal"
- Excessive tapes or strings
- Unexpected international, special delivery and/or airmail







CSN's primary response to a terrorist event involves Consequence Management (COM), which includes measures to mitigate the damage, loss, hardship, and suffering caused by a terrorist event.

COM is implemented through the University Police Services Office of Threat Assessment & Emergency Management, followed by assistance from the Nevada Division of Emergency Management (NDEM), the U.S. Department of Homeland Security (DHS) and the Federal Emergency Management Agency (FEMA).

Although such an event is rare, it cannot be ruled out and therefore must be considered. Responsibilities related to law enforcement during a terrorist event include:

- ✦ Protecting life and property and preserving order.
- ✦ Providing law enforcement and criminal investigation.
- ✦ Providing traffic control, crowd control, and site security.
- ✦ Isolating damaged areas.
- ✦ Providing damage reconnaissance and reporting.

The Federal Bureau of Investigation (FBI) is the primary federal agency in response to terrorist threats or actions. The FBI can be expected to take charge of the emergency and provide direction to the CSN Leadership regarding continued operation of the College.

Any decisions to close the campus will be communicated in accordance with this plan.



Unlike other emergencies, the procedures to deal with an earthquake are much less specific. Since earthquake magnitude cannot be predetermined, everyone must initiate emergency precautions within a few seconds after the initial tremor is felt, assuming the worst possible case.

The best earthquake instruction is to take precautions before the earthquake (e.g., secure or remove objects above you that could fall during an earthquake).

## During an Earthquake

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- ✿ Remain calm.

### If you are indoors:

- ✿ Stay in the building. **DO NOT** evacuate.
- ✿ **DROP** where you are, onto your hands and knees.
  - This position protects you from being knocked down by shaking and reduces your chance of being hit by falling or flying objects.
  - Do not try to move more than 5-7 feet before getting on the ground.
- ✿ **COVER** your head and neck with one arm and hand.
  - If a sturdy table or desk is nearby, crawl underneath for shelter.
  - If no shelter is nearby, crawl next to an interior wall.
  - Stay on your knees; bend over to protect vital organs.
- ✿ **HOLD ON** until the shaking stops.
  - Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts
  - No shelter: hold on to your head and neck with both arms and hands.
- ✿ Stay away from overhead fixtures, windows, filing cabinets, bookcases and heavy equipment.
- ✿ Assist any disabled persons out of the area and find a safe place for them.
- ✿ **DO NOT** use elevators.

### If you use a wheelchair or a walker:

- ✿ **LOCK** your wheels (if applicable). If using a walker carefully get as low as possible. Bend over and **COVER** your head/neck with your arms, a book, or a pillow. Then **HOLD ON** until the shaking stops.

### If you use a cane:

- ✿ **DROP, COVER, and HOLD ON** or sit on a chair and cover your head and neck with both hands. Keep your cane near you so it can be used when the shaking stops.

### If you are outdoors:

- ✿ Stay outside.
- ✿ Move to an open area away from buildings, trees, power lines and roadways.
- ✿ Then **DROP, COVER, and HOLD ON**. This protects you from any objects that may be thrown through the air, even if nothing is directly above you.

## After an Earthquake

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- ✦ Be prepared for aftershocks. Aftershocks are usually less intense than the main quake, but can cause further structural damage and injury.
- ✦ Protect yourself at all times.
- ✦ **DO NOT** use elevators. Always use the stairs.
- ✦ Evaluate the situation and call UPD for emergency or medical assistance (7-911 from a landline or 702-895-3669 from a cellphone), if necessary.
- ✦ **DO NOT** use flares, torches, cigarettes, candles, matches, and/or any open flames, since gas leaks could be present. **DO NOT** operate electrical switches or appliances.
- ✦ Evacuate the building if:
  - There is a fire, or smell of gas, or unsecured electrical equipment.
  - There is structural damage or structural integrity appears to be deteriorating rapidly.

### If you are outdoors:

- ✦ Move quickly away from buildings, utility poles, overhead wires, parking garages and other structures.
- ✦ **Be cautious**, avoid downed power or utility lines as they may be energized.
- ✦ **DO NOT** attempt to enter buildings until directed by emergency personnel or college officials.

### If you are in an automobile:

- ✦ Pull over to the side of the road, stop, and set the parking brake.
- ✦ Avoid overpasses, bridges, power lines, signs, trees and other hazards.
- ✦ Stay inside the vehicle until the shaking stops, then proceed carefully by avoiding fallen debris, cracked or shifted pavement, and emergency vehicles.
- ✦ If a power line falls on the car, stay inside until a trained person removes the wire. Take care not to touch any of the metal frame of your vehicle.

### If you are trapped in the building:

- ✦ Stay calm.
- ✦ If a window is available, place an article of clothing (e.g., shirt or coat) outside the window as a marker for rescue crews.
- ✦ If there is no window, tap on the wall at regular intervals to alert emergency crews of your location.

### If an evacuation is ordered:

- ✦ Seek out any individuals needing assistance in the area.
- ✦ Exit via the stairway. **DO NOT** use elevators.
- ✦ Beware of falling debris and electrical wires as you exit.
- ✦ Go to an open area away from buildings, trees, power lines and roadways and wait for further instructions from emergency personnel.



### During Severe Weather

Severe weather events, including thunderstorms, lightning, hail, and strong winds, are common in Southern Nevada, and some thunderstorms can even produce tornadoes. Take the following precautions during severe weather:

- ✿ **DO NOT** use elevators during a severe rainstorm, even if your building has an emergency power generator. Rising water or wind-driven water can cause electrical short circuits that could disable an elevator and lead to entrapments.
- ✿ Stay inside until weather forecasts or local authorities indicate it is safe to leave.
  - ☑ Check CSN's website for up-to-date information.
  - ☑ Check the local media outlets for information regarding road conditions.
  - ☑ Check [Nevada 511](#) (a free service provided by the Nevada Department of Transportation) for up-to-the-minute traffic 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.

### Extreme Heat

- ✿ Drink plenty of fluids to stay hydrated, even if you don't feel thirsty.
- ✿ Avoid dehydrating beverages, limit or avoid caffeinated tea, coffee, soda, and alcohol.
- ✿ Wear loose, lightweight, light-colored clothing.
- ✿ If you must be outdoors, wear a wide-brimmed hat.
- ✿ Use sunscreen with high SPF to protect against sunburn and skin cancer.
- ✿ Plan activities for the cooler times of day and try to avoid outdoor activities when the sun's rays are strongest between 10 am and 4 pm.
- ✿ Know the signs and ways to treat heat-related illness.
- ✿ Never leave people or pets in a closed car on a warm day.

### Flash Flooding

Flash floods are a serious threat to the lives of drivers and/or people in the floods' path.

- ✿ If flooding occurs, get to higher ground. Get out of areas subject to flooding. This includes dips, low spots, drainage ditches, canyons, washes, etc.
- ✿ Do not walk, swim or drive through flood waters. **Turn Around, Don't Drown!**
- ✿ **If you are in your vehicle driving and you come across a flooded road:**



- Never drive through a flooded road or around barricades. The depth of the water is not always obvious. Fast-moving water, even only a few inches deep, can quickly sweep you off your feet or float your car away.
- If in the event of a major rainstorm that may cause isolated flooding, it is safer for you to stay where you are and wait for the storm to end rather than attempting to drive anywhere.
- If your vehicle stalls in water, leave the vehicle immediately and move to higher ground.

- ✿ **DO NOT** walk through or play in floodwater. Floodwater may contain toxic matter.
- ✿ Pay attention to the weather. If you are out hiking, seek higher ground immediately, as you may be in an area that can experience a flash flood.

## Hailstorm

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Hailstones larger than a Nickel (0.80 – 1.20 inches in diameter) can cause structural damage, property damage, and even personal injury.

- ✦ Seek protective shelter immediately, go inside a sturdy building.
- ✦ Stay indoors and away from glass doors and windows, if you are already inside.

## High Winds

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- ✦ Take shelter. Quickly, get inside a sturdy building and go to the lowest floor. Then, move to a small, interior, windowless room. Stay away from glass windows and doors.
- ✦ Watch out for flying debris that can significantly damage infrastructure and buildings.
- ✦ Watch for objects that could potentially blow into the roadway and into your path.
- ✦ **DO NOT** go near downed power lines. Avoid anything that may be touching downed power lines, including vehicles or tree branches.

## Lightning

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- ✦ Seek protective shelter immediately, go inside a sturdy building.
- ✦ Stay indoors if you are already inside.
- ✦ **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 can strike where it's not raining or even before the rain reaches the ground. 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.
- ✦ Lightning can strike anything, and a single bolt has the potential to damage electrical infrastructure causing power outage or ignite a fire.

## Thunderstorm/Tornado

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- ✦ Get indoors. Immediately go inside a sturdy building during a high wind warning or severe thunderstorm warning and move to an interior room. Put as many walls between you and the outside as possible. Stay away from glass windows and doors.
- ✦ Get to the lowest floor possible. Basements are best during a tornado or very high wind situations.



# Report All Incidents & Injuries

Report all incidents and injuries, regardless of their severity. Addressing them promptly ensures the implementation of effective preventative measures and maintains safety as a top priority at CSN.

## Report to Environmental Health & Safety (EHS)

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### **Incidents, Safety Concerns, Unsafe Conditions, and Near Misses**

- via EHS webpage (<https://www.csn.edu/environmental-health-safety>) or Incident Reporting webpage (<https://www.csn.edu/csn-incident-reporting>)
- email [ehs@csn.edu](mailto:ehs@csn.edu)
- call EHS at 702-651-7445 (x7445) (M-F, 8am-5pm)

### **Injuries, Illnesses, or Exposures** (Students, Employees, Contractors, and Visitors)

- Reporting requirements vary depending on the incident type, follow step-by-step instructions found on the EHS [Incident Reporting Webpage](#).
  - Call University Police Services for immediate medical emergency assistance!

### **Reportable Chemical Spills and Releases**

- Chemical spills over one gallon or one pound
- Spill of mercury (any size)
- Any uncontrolled compressed gas release
- Any chemical or oil released to bare ground, sewer, or surface water
- Exposure to hazardous chemicals and materials
  - Call University Police Services for immediate emergency assistance!

## Report to University Police Services (UPD)

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### **Call UPD for immediate medical and/or public safety emergency assistance.**

### **File a Police Report**

- Call non-emergency dispatch (311 from a landline or 702-895-3668 from a cellphone).
- Submit [Online Incident Report Form](#)

### **Anonymous Police Tip**

- Call non-emergency dispatch (311 from a landline or 702-895-3668 from a cellphone).
- via CSN MobileSAFETY App
- via [Online Crime Tip Form](#)

## Report to Facilities Management

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### **Facilities Issues**, such as unsafe building conditions, problems with the building infrastructure, or property damage.

- call Facilities Management Help Desk at 702-651-4888 (x4888) (M-F, 8am-5pm)
- submit work request via [iServiceDesk](#) on the [Facilities Management webpage](#)
- submit work request via MobileSAFETYApp

### **After-hours (M-F, 5pm-8am; Sat-Sun)** call University Police Services (UPD) for emergent issues (e.g., gas leak, flooding).

