

University of Arkansas at Monticello

Emergency Procedures Manual

Table of Contents

General Emergency Procedures.....	1
Purpose and Scope.....	5
Types of Emergencies.....	5
Emergency Operations Center (EOC).....	5
Emergency Administration System (EAS).....	8
EAS Position Descriptions.....	8
EAS Other Specialty Staff Responsibilities.....	9
University Responsibilities.....	10
Priority Objectives (1).....	11
• Communications Network	
• Medical Aid	
• Fire Suppression	
• Search and Rescue	
• Utilities Survey	
• Incident Management	
Priority Objectives (2).....	12
• Facility Survey	
• Shelter	
• Food/Drinking Water	
• Sewer System	
• Communications	
• Criminal Activity Control	
• Psychological Assistance	
Priority Objectives (3).....	14
• Valuable Materials Survey	
• Records Survey	
• Academic Survey	
• Supplies and Equipment	
Timeline for Incident Command Center.....	15
Communications/Media Relations.....	15
General Emergency Procedures.....	15
Ambulance/Paramedics.....	15
Active Shooter.....	16
Asbestos Release.....	17
Bomb Threats.....	17
Chemical Spills.....	18
Civil Disturbance.....	19
Computer Equipment.....	19
Criminal Behaviors.....	19
Death/Suicide.....	20
Demonstrations.....	21
Electrical/Lighting Failure.....	22
Elevator Failure.....	22

For any emergency, Call Public Safety 460-1000	2
Evacuation Procedures, General.....	25
Fire.....	25
Flooding/Plumbing Failure.....	26
Flooding, Weather Related.....	26
Gas Leak.....	27
Hazardous Materials.....	27
Medical.....	27
Plumbing Failure.....	28
Serious Illness/Injury.....	29
Sexual Assault, Rape, Abuse or Misconduct.....	31
Utility Failure.....	32
Ventilation Problems.....	29
Weather Related Emergencies.....	33
• Inclement Weather Policy	
• Flooding	
• Storms	
• Tornadoes	
Bomb Threat Information Checklist.....	37
Electrical Outage	39
Emergency Procedures Quick Reference Guide	41

UNIVERSITY OF ARKANSAS AT MONTICELLO
Monticello, Arkansas

EMERGENCY PROCEDURES MANUAL

GENERAL EMERGENCY PROCEDURES

To report any emergency at any time day or night:

Monticello campus:

Call Dept. of Public Safety at campus phone ext. 1000

Off-campus 460-1000

Crossett campus:

Call Linda Rushing 870-364-6414, ext. 111

Home 870-364-3091

Cell 870-500-0241

McGehee campus and Dermott Branch:

Call Bob Ware 870-222-5360, ext. 5201

Home 870-392-2306

Cell 870-222-8083

If there is no response, dial 9-911.

Once you have placed the call:

- Stay calm.
- Give your name, exact location, telephone number, and explain the nature of the emergency.
- **STAY ON THE LINE** until you are asked to hang up. Provide any information requested of you.

AMBULANCE/PARAMEDICS

Call 9-911

EVACUATION PROCEDURES, GENERAL

Some emergencies require the evacuation of a building(s) or the entire campus.

1. The decision to evacuate a building or area will be made by the Chancellor or designee.
2. The evacuation will be carried out under the direction of Department of Public Safety with assistance of faculty and/or Student Affairs Personnel.
3. Persons evacuated will be escorted to designated areas. The EAS (Emergency Administrative System) will decide whether individuals leave/remain in the area.
4. The Department of Public Safety reports safety clearance to the EAS (Emergency Administrative System) who decide whether classes will be resumed.
5. A post-incident debriefing presided by the Chancellor or designee will be held in the ICC (Incident Command Center) to critique the procedures used and modify the plan for greater effectiveness.

PURPOSE AND SCOPE

This manual provides a positive direction and rapid response by University administrators, faculty, staff and students to emergency situations. The University provides this guide for members of the University community to follow during emergency situations.

This manual is not intended to be all inclusive, but will assist a calm, reasoned response from each individual assuring the least damage to property, disruption of educational routine, and the care and safety of each individual University community member.

TYPES OF EMERGENCIES

These basic emergency procedures are designed to enhance the protection of lives and property through effective use of university and community resources. If an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the Chancellor of the University or designee may declare a state of emergency and these contingency guidelines may be implemented.

The manual is designed to deal with large-scale disorders and disasters. An emergency may be sudden and without warning, therefore, these procedures are designed to be flexible. These procedures apply to all employees of the University of Arkansas at Monticello and to individuals on this campus during the course of an emergency. The UAM Emergency Procedures Manual provides a realistic approach to problems likely to be encountered on campus during a major emergency or disaster.

INCIDENT COMMAND CENTER (ICC)

When, in the view of the Chancellor of the University or designee, a condition that might endanger the lives of the faculty, staff or students or property belonging to UAM exists, the Incident Command Center (ICC) is activated by verbal authorization from the Chancellor or designee.

The ICC (Incident Command Center) brings together all elements of the University which must be mobilized to prepare for an imminent disaster, mitigate the effects of a disaster in progress and provide for the recovery of the University, its facilities and personnel after a disaster has occurred.

The location of the ICC will be determined by the circumstances of the emergency, the needs of the staff for space, and the availability and conditions of University facilities.

For any emergency, Call Public Safety 460-1000

6

The criteria for selecting a location for the ICC (Incident Command Center) on campus include:

1. The nature of the emergency.
2. Access to power and available power needs: e.g., lights, computers, and recharge of battery-powered equipment.
3. Communications: e.g., telephones, radios, external communications, reception and a runner system.
4. Access to restroom facilities.
5. Ability to segregate functions around a central meeting area.
6. Facilities available to handle casualties and displaced persons.

The following locations are acceptable for use for location of the ICC (Incident Command Center):

Monticello campus:

1. University Center (UC)
2. Physical Plant
3. Horsfall Hall
4. Public Safety

Crossett campus:

McGehee campus:

The following locations are available for triage points, evacuation centers and displaced persons assembly points:

Monticello campus:

1. Steelman Fieldhouse
2. Recreational areas of the University Center
3. Fine Arts Center
4. Physical Plant

Crossett campus:

McGehee campus:

The following areas are available for aerial or vehicular evacuation points:

Monticello campus:

1. Leslie Cotton Boll Stadium
2. Open field areas east of the UAM Fine Arts Center
3. Open field area west of the University Center

Crossett campus:

McGehee campus:

Appropriate sites will be selected and designated based upon damage assessments and area evaluations performed immediately after an incident occurs.

Staffing for the Incident Command Center (ICC) will be established by the coordinators for each of the areas listed in the Emergency Administration System (EAS). The Incident Command Center (ICC) should reflect the need to operate on a 24-hour basis for a minimum of 72 hours after any major disaster. There should be at least one person available for each area listed in the EAS (Emergency Administration System).

The Incident Command Center (ICC) answers the basic questions of emergency response:

1. Who is in charge?
2. What is my role?
3. What are my specific tasks?
4. Where do I fit in the overall organization?
5. To whom do I report?

Position descriptions have been developed for each EAS (Emergency Administration System) position designating basic roles, responsibilities and specific tasks. The EAS (Emergency Administration System) Position Description section follows.

The EAS organizational structure has four basic segments:

Chancellor or designee
Communications Coordinator/Public Information Officer (Media Services)
Public Safety/Medical Coordinator/Counselor
Financial Services/Physical Plant Coordinator

Involved departments and individuals should receive training for executing the plan as well as an annual review by members of the EAS (Emergency Administrative System). A simulated exercise designed to test the strengths and weaknesses of the plan should be conducted annually.

EAS (EMERGENCY ADMINISTRATION SYSTEM) POSITION DESCRIPTIONS:

Chancellor (or designee)

1. Assess incident situation.
2. Conduct initial briefing with EAS (Emergency Administration System) staff.
3. Authorize establishment of the incident action plan.
4. Ensure planning meetings are conducted.
5. Determine information needs and inform command personnel of those needs.
6. Coordinate staff activity.
7. Manage incident operations.
8. Authorize release of information to media.
9. Authorize release of funding for recovery purposes.
10. Review disaster and effectiveness of the campus response.

Communications Coordinators (Public Information Officer/Media Services or designee) and (Director of Information Technology or designee)

1. Establish central emergency information center whenever possible and provide equipment (e. g. telephone, fax, laptop computers, etc.) to organize communications.
2. Prepare initial information summary as soon as possible.
3. Release information to University community and media.
4. Establish and maintain emergency communications.
5. Inform students and staff about campus closure and recovery activities.
6. Respond to special requests for information.
7. Establish communications with off-campus constituencies for personal notification to family members of injuries and/or death.
8. Monitor media coverage for accuracy of reports and respond to reports which are inaccurate.
9. Provide personnel to maintain an accurate record of all recovery activities (written, verbal, photographic).

Support Coordinators (Executive Council Members) (Coordinator of Special Student Services)

1. Recruit, receive and coordinate volunteer assistance.
2. Survey habitable space (including room capacity and amenities available).
3. Supervise arrangements for food and water.
4. Coordinate shelter operations with other agencies as required.

5. Assist Financial Services/Facilities Coordinator in the establishment of work crews for providing off-campus assistance to faculty, staff, and students and also aid in the initial stages of clean-up of individual dwellings.
6. Coordinate efforts with proper officials to insure disabled students receive adequate assistance.

Finance/Physical Plant Coordinator

(Vice Chancellor for Finance and Administration or designee)

1. Establish and equip emergency command post.
2. Establish and monitor emergency requisition/financial disbursement program.
3. Oversee provisions of emergency food service operations.
4. Solicit assistance from city, county, state and federal governments as required and available.
5. Oversee the establishment of emergency facilities and campus restoration projects.

OTHER SPECIAL STAFF RESPONSIBILITIES

Director of Physical Plant (or designee)

1. Provide emergency power and lighting systems.
2. Requisition vehicles, equipment and operators necessary to move personnel and supplies. Provide fuel.
3. Establish and assign crews to perform campus-wide survey to evaluate damage assessment and determine habitable space for casualties.
4. Assign staff and working groups to remove debris, perform emergency repairs, temporary construction and equipment protection.
5. Organize and assign rotational work shifts.
6. Request assistance of utility companies as required.
7. Provide periodic updates to command post.

Director of Public Safety (or designee)

1. Designate location of the ICC (Incident Command Center).
2. Direct emergency services for safety and evacuation.
3. Direct law enforcement resources for campus security.
4. Coordinate fire control.
5. Coordinate search and rescue operations.
6. Coordinate assistance from city, county, state and federal government agencies as needed.
7. Assist in the establishment of evacuation locations, schedules and travel.
8. Provide periodic updates to command post.

Student Health Services (or designee)

1. Establish triage and immediate treatment facilities.
2. Establish evacuation locations, schedules and travel.
3. Coordinate nursing resources from available faculty and student personnel.
4. Coordinate with city, county, state and federal governmental agencies for emergency medical resources.

UNIVERSITY RESPONSIBILITIES

1. Emergency Preparedness

- A. Incident plans shall be developed and distributed to employees with follow-up discussions, on-the-job training or explanations as required. Plans include basic procedures for alerting students, facilities, staff, evacuation, head count, emergency supplies and other items appropriate to each building or area.
- B. Time will be allowed for training appropriate employees in emergency techniques including fire extinguisher usage, first aid, CPR and building evacuation procedures.
- C. Survey and evaluate work areas and buildings to determine the impact of a disaster.
- D. Report all safety hazards to the Department of Public Safety and the Physical Plant.
- E. Promptly submit work orders to reduce hazards and minimize accidents to the Physical Plant.

2. Emergency Situations

- A. Establish applicable ways of informing employees of emergency conditions.
- B. Evaluate the impact of the emergency and take appropriate actions including ceasing operations and initiating building evacuation.

3. Population Information

- A. Educate students and employees concerning University emergency procedures and evacuation procedures for each building and/or activity.
- B. Inform students and University personnel of an emergency and initiate emergency procedures as outlined in this manual.

PRIORITY OBJECTIVES

Priority I

- A. Communications Network. Establish a communications network using available resources.

Resources:

- 1. Telephone
- 2. Operations radios
- 3. Broadcast radio and television
- 4. Messengers (volunteer forces)
- 5. Computer system and electronic mail

- B. Medical Aid. Evaluate medical services available and direct rescue units regarding location of treatment facilities for casualties.

Resources:

- 1. University Center Student Health facilities
- 2. Drew Memorial Hospital
- 3. UAM nursing program

- C. Fire Suppression. Evaluate fires and fire hazards and use resources to control and evacuate.

Resources:

- 1. Monticello Fire Department
- 2. Department of Public Safety
- 3. Physical Plant
- 4. U. S. Forestry Service
- 5. Surrounding community fire and rescue units
- 6. Volunteers

- D. Search and Rescue. Appoint search and rescue teams, acquire transportation vehicles and equipment required.

Resources:

1. Department of Public Safety
2. Monticello Fire Department
3. Monticello Police Department
4. Drew County Sheriff's Office
5. Surrounding community emergency response units
6. Volunteers

- E. Utilities Survey. Evaluate condition of utilities and shut off/restore gas, electric, steam, water and sewer. Evaluate road and walkway system.

Resources:

1. Physical Plant
2. Entergy (electric utility)
3. Centerpoint (gas utility)
4. Arkansas Department of Transportation

- F. Incident Management. Consolidate the steps above with available information to provide a comprehensive action plan. This plan provides for immediate response and long-term recovery procedures to be followed in returning the university to full operational status.

Resources:

1. Chancellor
2. Communications Coordinators
3. Support Coordinators
4. Financial Services/Facilities Coordinator

Priority II

- A. Facility Survey. Evaluate facilities for occupancy. Residence units have priority. Identify and seal off contaminated areas.

Resources:

1. Physical Plant
2. Residence Life
3. Student Affairs

- B. Shelter. Identify usable housing structures and organize relocation as needed.

Resources:

1. Residence Life
2. Student Affairs

- C. Food/Drinking Water. Identify supplies and establish distribution system.

Resources:

1. Food Services
2. Student Affairs
3. Physical Plant

- D. Sewer System. Evaluate sewer system and identify resources available. Develop toilet facilities if needed.

Resources:

1. Physical Plant
2. City of Monticello

- E. Communications. Establish a communications system with campus community and advise everyone regarding the availability of basic services.

Resources:

1. Communications Coordinators
2. Student Affairs
3. Bullhorns
4. Local radio and cable access system
5. Printed material and campus signs

- F. Criminal Activity Control. Establish a security system to control criminal behavior.

Resources:

1. Department of Public Safety
2. Local and state law enforcement agencies

- G. Psychological Assistance. Establish a system to deal with cases of high stress and trauma.

Resources:

1. Campus counseling
2. Community counseling services
3. Department of Psychology

Priority III

- A. Valuable Materials Survey. Identify, survey and secure valuable materials on campus.

Resources:

1. Computer Technology
2. Library Department
3. Art Department
4. Volunteers

- B. Records Survey. Identify, survey and secure all University records.

Resources:

1. Business Office
2. Registrar's Office
3. Personnel
4. Volunteers

- C. Academic Survey. Survey academic departments and determine requirements to begin academic operations.

Resources:

1. Vice Chancellor for Academic Affairs
2. Department Chairs and faculty

- D. Supplies and Equipment. Develop system to renew flow of supplies and equipment from outside sources.

Resources:

1. Department of Finance and Administration
2. Purchasing
3. Accounts Payable
4. Warehouse
5. Food Services
6. Physical Plant

It is expected that as operations progress from Priority I through Priority II and III, the administrative control of the University will move from the ICC (Incident Command Center) to normal university structure.

The Chancellor or designee will determine when to deactivate the Emergency Operations Plan. Deactivation includes a review of the emergency, areas involved, actions taken and results achieved.

TIME LINE FOR INCIDENT COMMAND CENTER (ICC)

The following is a suggested time line for implementation of recovery activities.

The recorder(s) of response to a disaster (the person or persons assigned to maintain an accurate record of all recovery activities for future insurance, disaster relief and reimbursement) must be kept abreast of all recovery activities as they are occurring.

Disaster Occurs:

- Within 10 minutes: Notification of Chancellor, EAS (Emergency Administration System) and personnel begun by the Department of Public Safety.
- Within 30 minutes: ICC (Incident Command Center) established; individuals report to ICC. Notification by community emergency services should be complete. Physical Plant and Department of Public Safety begin to survey initial damage. Work parties formed.
- Within 1 hour: First EAS (Emergency Administration System) meeting. Briefing by all sections. Duties distributed and actions begun. Work/rescue parties dispatched. Priority given to life and health issues for all persons. Shelters established. Initial requests for emergency assistance dispersed.
- Within 2 hours: EAS (Emergency Administration System) staff meeting. Update of damage assessment. Press releases prepared. Recovery activities continue.
- Within 3 hours: EAS (Emergency Administration System) staff meeting. Update of damage assessment and recovery activities. Update on survivors, injuries, deaths, persons available to work, and areas needing immediate assistance. Updated requests for outside assistance distributed.
- Within 4 hours: EAS (Emergency Administration System) staff meeting. Updates. Formulate/dispatch mini-crews to assist faculty, staff and students in recovery process.
- Within 5 hours: EAS (Emergency Administration System) staff meeting. Updates.

Within 6 hours: EAS (Emergency Administration System) staff meeting. Update on condition of the campus, structures available, damage, activities of recovery/rescue crews, and locations needing attention. Future meetings scheduled as needed. Staffing of each area completed to insure continuous operations.

It is important to remember that it may be 72 hours before outside help arrives.

After 72 hours, outside emergency units and services should be mobilized and able to provide assistance. Depending upon damages suffered by the campus, the University may serve as a disaster relief point, including the use of any available space for housing and University Food Service. Large, open spaces on or surrounding the campus may be used for helicopter operations, evacuation, triage and recovery points by incoming relief authorities.

ACTIVE SHOOTER

The following steps should be taken if an individual with a weapon is spotted on campus;

OUTSIDE

1. Enter the nearest building and call 1000, the Department of Public Safety, Monticello campus, or 911 from the Crossett or McGehee Campuses.
2. Enter the nearest classroom or office and lock the door.
2. Stay on the phone until an officer arrives on the scene.
3. Do not leave the building until an officer instructs you to do so.
4. Position yourself in a low, non-visible position away from all windows and Doors if possible.

INSIDE

1. Enter the nearest classroom or office and lock the door.
2. Call the Emergency Personnel Number (ext. 1000)
3. Stay on the phone until an officer arrives on the scene.
4. Do NOT leave your secured area until an officer informs you that it is safe to do so.
5. Position yourself in a low, non-visible position away from all windows and doors if possible.

ASBESTOS RELEASE

Many campus buildings were built with asbestos ceiling and flooring materials, wrapping for pipes and for insulation. Undisturbed, asbestos is not harmful. However, if physical damage occurs in your work area, take the following steps:

1. Do not touch any materials.
2. Do not walk through or stand in any dust cloud.
3. Contact the Department of Public Safety at telephone extension 1000 or the Physical Plant at telephone extension 1018.
4. If evacuation is necessary, follow the General Building Evacuation procedures.

BOMB THREATS

To report a bomb threat, call the Department of Public Safety at telephone extension 1000, or call 9-911.

A bomb threat upon University property must be taken seriously. What actions are necessary will be decided by the campus administration.

Bomb Threats Received from an Individual:

1. The most serious of all bomb threats. The person directs the threat at a particular person, group, place or themselves.
2. Do not approach the person.
3. Try to talk to the person in a calm and rational manner.
4. Try to segregate the individual from others without approaching them closely.
5. If possible draw the attention of one or two other persons to the situation so that they can call authorities while you continue to speak with the individual.
6. Try to get the individual to talk. Let the individual do much of the talking. Know the Bomb Threat Information Checklist (located at the end of this

manual) and try to obtain as much information about the bomb, its location and description as possible.

7. As soon as the Department of Public Safety arrives, the officer will try to replace you as the negotiator.
8. As soon as possible, relay all information you have to any other police officer present. Immediately write down all that you can remember of the incident.
9. Stay accessible to the Department of Public Safety until you are told to do otherwise.

Bomb Threats Received as a Telephone Call

1. Treat the bomb threat call seriously. As soon as possible, call the Department of Public Safety at telephone extension 1000.
2. Threatening calls are usually short duration. Immediately complete the Bomb Threat Information Checklist (at the end of this manual) with all information you were able to obtain. Have an associate call the Department of Public Safety at telephone extension 1000.
3. If the caller allows you to talk, begin asking the questions on the Bomb Threat Information Checklist (at the end of this manual). Try to keep the caller talking as long as possible. Signal a co-worker the Department of Public Safety and senior administrative personnel while you are talking. If you have completed the checklist items and the caller is still on the phone, make a complete record of all that is being said.
4. Quickly and quietly inform your supervisor. Your supervisor will notify senior administrative personnel. You should remain where you received the phone call until the Department of Public Safety or emergency personnel arrive.

Bomb Threats Received by Mail

Examine each piece of mail before opening it.

1. Letter bombs. Letter bombs are usually a large bulky envelope. Often smudges appear there is no return address. Feel the letter lightly, if it does not feel right, do not open the envelope. Place the letter away from all other items, especially heat sources. Move out of the area and call the Department of Public Safety at telephone extension 1000 from another telephone.

2. Package bombs. If you do not recognize the package as coming from a recognizable source, examine it more closely. Check for a company name and address. The return address may be falsified. Ask yourself “Is it a brown paper wrapper tied with string or strongly taped? Is the package excessively heavy?”

If you have any questions about a package, gently place it away from electrical or heat sources. Leave the area and lock it if you can. Call the Department of Public Safety at telephone extension 1000 from a phone at another location. Keep others away until the Department of Public Safety arrives.

Once the Department of Public Safety arrives, be ready to answer questions. Write down all facts and your actions before emergency personnel arrive if time permits.

CHEMICAL SPILLS

Treat any chemical spill as toxic unless in the judgment of the person responsible for the material, it presents no danger to themselves or to others.

Take the following steps:

1. Evacuate the building immediately. Confine the spill by closing the door(s) of the room.
2. Contact the Department of Public Safety at telephone extension 1000.
3. Be as specific as possible about the nature of the material and its location.
4. Evacuate to a safe area at least 500 feet away from the building. Do not stand downwind from a spill. Do not return to the building unless instructed that it is safe to do so by authorized personnel.
5. Do not walk through or stand in any spilled substance or smoke clouds.
6. After evacuating, stay with your co-workers or classmates so that supervisors and instructors can determine that the building has been safely evacuated.

CIVIL DISTURBANCES

Student Marches/Demonstrations

Incidents involving students singly or in small groups range from the minor infringement of campus rules and regulations to major infractions and criminal behavior.

Student Affairs under the direction of the Vice Chancellor for Student Affairs is responsible for insuring that protocols for this type of individual or small group activity are in place and operational.

Currently the institution has approved protocols to facilitate the identification of individuals, small groups and/or other situations which might prove dangerous to the individual, others, or disruption of the community.

Disruptive or detrimental behavior will be subjected to peer review and the peer judicial process. In extreme cases, the legal system will deal with the identification and disposition of problem activities.

COMPUTER EQUIPMENT

In an electrical emergency University personnel should turn off as much computer equipment as possible to prevent equipment damage.

CRIMINAL BEHAVIOR(S)

1. If you witness a criminal act or notice a person or persons acting suspiciously on campus, immediately call the Department of Public Safety at telephone extension 1000.
2. Do not attempt to apprehend or interfere with a suspected crime in progress.
3. If it is safe, take time to get a good description of the person(s) involved. Note height, weight, sex, race, approximate age, clothing, method and direction of travel, and name if known. If the suspect(s) is entering a vehicle, note the license plate number, make, model, color and outstanding features or characteristics.
4. Give your name, location, and the telephone number from which you are calling. If you feel safe, stay on the phone and answer all questions. If you do not feel safe, go immediately to a place where you feel comfortable and call. Stay on the telephone until assistance arrives.

DEATH/SUICIDE

1. Determine if there are signs of life that would require immediate medical attention.

- A. Place your fingers alongside the neck at the carotid artery to determine if there is a pulse.
 - B. Observe the chest for signs of breathing. If breathing is faint, it may be detected by placing a mirror or shiny surface under the person's nose.
 - C. Open the eyes to if there is a reaction to light.
 - D. Listen to the chest for signs of a heart beat.
2. Immediately call the Department of Public Safety at telephone extension 1000. If you are properly trained, begin life saving measures. If not, await the arrival of medical personnel or the Department of Public Safety.
 3. If there no signs of life, do not touch anything further, leave and lock the room. Remain close to the scene, along with other witnesses, to answer questions.
 4. The Department of Public Safety will take statements from persons in the area, may begin notification of the EAS (Emergency Administration System), and may contact the Arkansas State Police or local investigative unit.
 5. If called to act, the EAS (Emergency Administration System) will review the situation and determine courses of action.
 - A. The Director of Public Safety acts as the liaison with external law enforcement agencies and medical authorities with the assistance of student health services and/or the Crisis Intervention Team.
 - B. Police and/or medical authorities are responsible for the initial notification of relatives. **The EAS (Emergency Administration System) will not contact relatives until after police and/or medical authorities have completed initial notification.**
 - C. Determine the impact of death/suicide upon the community and activate a Crisis Intervention Team (CIT) who respond to the medical and psychological needs of the community and advise the EAS (Emergency Administration System) of a course of action to minimize the impact of the incident.
 - D. Prepare for requests for information about the individual(s) involved. Determine the basis for the release of this information to investigators, news media, relatives, friends and curiosity seekers.

- E. The CIT (Crisis Intervention Team), advises ways for the community to constructively show concern, horror, grief and the return to a normal academic atmosphere.
6. If a death or suicide is reported at an off-campus location or while away from the University, follow similar steps as those just described. Impact on immediate friends and associates must be anticipated and steps taken to minimize this impact.

DEMONSTRATIONS

See Civil Disturbances.

EARTHQUAKES

1. An earthquake alert will be announced by an alarm.

You may hear a low rumbling or roaring sound that becomes louder followed by a jolt. The floor may seem to move beneath you and it is difficult to stand.

2. Inside a building, drop to the floor, under your desk or any other substantial furniture. Hold on to the furniture so it will not move away from you. Move away from shelving, light fixtures, equipment, which might fall.
3. If possible, evacuate the building and move into an open area away from buildings, power lines, trees or any other tall objects that might fall
4. Remain where you are located until the situation is declared safe by Emergency Personnel.

ELECTRICAL/LIGHTING FAILURE

1. Stay calm.
2. Battery powered emergency lighting will automatically activate in many locations.
3. It is recommended that each office and room occupant maintain a battery-powered flashlight for such emergencies.
4. NEVER TOUCH ANY DOWNED POWER OR UTILITY LINES.

ELEVATOR FAILURE

If you are trapped in an elevator remain calm. Turn on the emergency/help/alarm (located on the front panel). That signals emergency personnel your need for assistance.

EVACUATION PROCEDURES, GENERAL

Some emergencies require the evacuation of a building(s) or the entire campus.

1. The decision to evacuate a building or area will be made by the Chancellor or designee, acting on the advice of the ICC (Incident Command Center).
2. The evacuation will be carried out under the direction of Department of Public Safety with assistance of Student Affairs and/or faculty personnel.
3. Persons evacuated will be escorted to designated areas. The EAS (Emergency Administrative System) will decide whether individuals leave/remain in the area.
4. The Department of Public Safety reports safety clearance to the EAS (Emergency Administrative System) who decide whether classes will be resumed.
5. A post-incident debriefing will be held in the ICC (Incident Command Center) presided by the Chancellor or designee to critique the procedures used and modify the plan for greater effectiveness.

Building Evacuation

If a building is to be evacuated, everyone should move at least 500 feet from the building. Exits are marked in all buildings. **Never use an elevator to exit a building.** Once the building has been evacuated, no individual will be permitted to re-enter the building until the Director of the Department of Public Safety or designee has given approval.

1. A building evacuation will occur when a fire alarm sounds and/or upon notification by the Department of Public Safety.
2. Be aware of all marked exits in your area and building. Know exit routes from your work area.

3. If necessary or directed to do so by the Department of Public Safety, activate the building fire alarm. **Building fire alarms may stop ringing. Even if the alarm stops, continue the evacuation.**
4. When the evacuation/fire alarm sounds or when you are asked to leave by the Department of Public Safety, walk quickly to the nearest marked exit and ask others to do the same. **Do not use elevators.**
5. Assist individuals who are disabled to exit the building. If possible, always evacuate mobility aids (wheelchairs, crutches) with the person.
6. Once outside, move to a clear area at least 500 feet away from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know your assembly point so a roll call can be taken.
7. If requested or directed, assist the emergency personnel.
8. An emergency command post may be set up near the emergency site. Keep clear of the command post unless you have important information to report.
9. If someone is not counted in roll call, the Department of Public Safety should be notified immediately.
10. **Do not** return to an evacuated building until told to do so by authorized personnel.

Campus Evacuation

1. Evacuation of any part of the campus will be announced by the Chancellor or designee. Campus evacuations will be coordinated by the Department of Public Safety.
2. Individuals who are asked to vacate the campus by Public Safety should do so immediately and relocate to another part of the campus or specified assembly point off campus as directed.
3. Special consideration will be given to individuals with disabilities.

4. Residence hall evacuation(s) involve utilizing the University Center (UC) as a staging area or a designated area announced by the Department of Public Safety. Complete evacuation may consist of transporting individuals to a designated area off campus.

Evacuation of Individuals with Disabilities

The following guidelines should be considered when assisting persons with disabilities in an evacuation.

1. Communicate the nature of the emergency to the person.
2. Ask how he/she would like to be assisted.
3. Evacuate mobility aids with the person, if possible.

Visual impairments. Describe the nature of the emergency and offer to guide the individual to the nearest emergency exit. Have the individual take your elbow and escort him/her, advising of any obstacles such as stairs, narrow passageways or overhanging objects. When you reach safety, orient the individual to the surroundings and ask if further assistance is needed.

Hearing impairments. Persons with impaired hearing may not perceive that an emergency exists. Communicate by writing a note or using simple hand gestures.

Persons with crutches, canes or walkers. Ask what method of assistance is preferred. If possible, always evacuate mobility aids with the person.

Persons using wheelchairs. Ask the individual if he/she needs assistance. Some people have minimal ability to move and lifting them may be dangerous to their well-being. Some persons using wheelchairs have respiratory complications; remove those individuals from smoke or fumes immediately. If the individual wants to be moved in their wheelchair, keep the following in mind:

1. Ask how to best move the individual up/down stairs.
2. Wheelchairs have many moveable and/or weak spots.
3. Some persons have no upper trunk or neck strength.
4. Power wheelchairs have very heavy batteries; an evacuation chair may be needed and the wheelchair retrieved later.
5. If a seat belt is available, use it.

If the person prefers to be removed from his/her wheelchair for the evacuation, ask his/her preferences on the following:

1. Ways of being moved from the wheelchair.
2. Whether to move extremities.
3. How the individual would prefer to be moved up/down stairs.

4. If a seat cushion or pad is needed.
5. What is necessary after evacuation is complete.

Mobility aids should be retrieved as soon as possible and given high priority. Contact the Department of Public Safety with the location of mobility aids if you are unable to retrieve them yourself.

FIRE

Know the location of the fire extinguishers, exits, and pull stations in your area and know how to use them. Training and information are available from the Department of Public Safety.

1. Safeguard life.
2. Confine the fire by closing all doors as you leave. DO NOT lock the doors.
3. Report fire and/or smoke by activating the nearest fire alarm.
4. Call the Department of Public Safety at telephone extension 1000 and have them alert the Monticello Fire Department.
 - State “I want to report a fire.”
 - Give your name and the location of the fire including building, floor, and room number. Do not hang up until told to do so.
5. Do not attempt to fight the fire alone! Fire fighting should be delegated to trained firefighters with the possible exception of a minor fire that could be quickly and easily extinguished with a portable fire extinguisher. Be sure to use the correct type of extinguisher.
6. Evacuate the building immediately when the building fire alarm sounds or when asked to do so by the Department of Public Safety or Residence Life personnel. Inform others who may not have responded to the alarm to evacuate immediately.
7. Evacuation maps should be located in each building on each floor. Familiarize yourself with the evacuation plan.

8. When you evacuate, do not stop for personal belongings or records. Leave immediately using exit stairs. Do not use the elevator.
9. Assist any individual who is disabled.
10. Evacuate at least 500 feet from the building. Do not return to the building until instructed to do so by authorized personnel.
11. To move through a smoke-clouded area, drop to your knees and crawl to the nearest evacuation exit.
12. Notify both the Department of Public Safety and any authorized fire personnel if you suspect someone may be trapped inside the building.
13. If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel. If no window is visible, stay near the floor where the air will be less smoky. Shout at regular intervals to alert emergency personnel of your location.

FLOODING/PLUMBING FAILURE

Cease using all electrical equipment. Call the Physical Plant at telephone extension 1018 or the Department of Public Safety at telephone extension 1000. If necessary, evacuate the area.

FLOODING, WEATHER RELATED

See **WEATHER-RELATED** section of this manual.

GAS LEAK

Cease all operations. Do not switch on lights or electrical equipment. Follow the following steps:

1. Evacuate the building immediately. Confine the fumes by closing the door(s).
2. Contact the Department of Public Safety at telephone extension 1000.
3. Be specific about the nature of the material involved and its location.
4. Evacuate to a safe area at least 500 feet away from the building. Do not return to the building unless instructed that it is safe to do so by authorized personnel.
5. Do not walk through or stand in any smoke or vapor cloud.

6. Suspected gas leaks or suspicious odors should be immediately reported to the Department of Public Safety.

HAZARDOUS MATERIALS

Report immediately any accidents involving chemical spills, leakage and emission of gases, or other dangerous substances to the Department of Public Safety at telephone extension 1000.

Provide the following information:

1. The exact location of spill including building, floor and room number
2. Name of material, if known
3. Quantity of material
4. Appearance (solid, liquid, gas, color, odor, etc.)
5. Injuries to those exposed.
6. Area of contamination.
7. Your name, department, and the phone number from which you are calling

MEDICAL

1. Do not move an injured person unless it is a life-threatening situation.
2. Call the Department of Public Safety at telephone extension 1000.
3. Notify Student Health Services, if on duty, at telephone extension 1051.
4. If unable to reach the Department of Public Safety or Student Health Services, call 9-911 for emergency medical assistance. You will be asked the following questions to determine appropriate action(s)
 1. Location?
 2. What occurred?
 3. Is the person breathing?
 4. Is the person bleeding?
 5. Is the person conscious?
 6. Is the person alert?
 7. Approximate age and gender of the victim.
5. Return to the injured person and keep them as calm and comfortable as possible.

6. Remain with the person until emergency medical services arrive.
7. If the injured person is an employee, initiate reporting procedures by calling his/her immediate supervisor, Personnel or the Department of Public Safety.

PLUMBING FAILURE

Notify the Department of Public Safety at telephone extension 1000 or the Physical Plant at telephone extension 1018.

PUBLIC INFORMATION COMMUNICATIONS

Certain situations involving members of the University may involve outside law enforcement, public health, or the news media. These situations must immediately involve direct consultation of the Chancellor or designee and the EAS (Emergency Administrative System) .

Examples of these types of incidents may include:

1. Law enforcement activities outside the daily operations of the Department of Public Safety.
2. Hate speech/crimes.
3. Sexually-related incidents (rape, date rape, unwanted advances, harassment).
4. Violent acts (intimidation, possession/use of weapons, assault, murder).
5. Computer/ "cyberspace" issues (computer hacking, data security, viruses).
6. Public health issues (contagious illnesses, food poisoning, meningitis).
7. Suicide or attempted suicide.
8. Drug-related incidents (possession, manufacture, distribution of illegal substances).
9. Missing persons (students, faculty, staff).

Managing communications during an emergency, especially all information released to the news media, is of paramount importance. In most situations one designated person should serve as spokesperson and become the official voice of the University. Any statements to the media should be channeled through the spokesperson. If the news media enter the campus for interviews or otherwise attempt to contact personnel to gather information, all University members should forward any such inquiries to the University spokesperson.

During the first hours of any emergency situation, an area equipped with electricity and phone lines should be designated for hosting the media. The Media Relations area should be staffed on a 24-hour basis during the initial course of any

emergency. To ensure that accurate, timely information is released, regular meetings (briefings) of the media should be scheduled. These meetings should be on the half hour (if possible) following any EAS (Emergency Administration System) meetings.

SERIOUS ILLNESS/INJURY

(including drug or alcohol overdoses or severe emotional trauma)

If a person (not in a Residence Hall) becomes seriously ill or is injured on campus, immediately call the Department of Public Safety at 460-1000.

In the Residence Hall:

1. Notify the Resident Assistant or Resident Director.
2. The Resident Assistant or Resident Director calls the Department of Public Safety at telephone extension 1000.
3. If on-campus medical personnel are available, they should be notified immediately. If not, emergency services should be called at telephone extension 9-911.
4. Try to discover the nature of the illness while awaiting emergency or medical personnel.
5. The Department of Public Safety takes notes from persons on the scene or who may have had contact with the individual. These persons should answer all questions completely and render assistance to emergency or medical personnel.
6. Find out where the person is to be transported or what instructions medical personnel have for the individual's care if he/she is not transported.
7. If transported, the Resident Assistant or Resident Director follows the medical transport to the hospital to answer any questions immediately. The Resident Assistant or Resident Director should wait for the Department of Public Safety or
EAS (Emergency Administration System) to arrive. Notification of relatives should be done by proper medical authorities.
8. The Department of Public Safety remains at the scene to gather information. When EAS (Emergency Administration System) personnel arrive, the Department of Public Safety officer briefs them on the nature of the illness.

9. EAS (Emergency Administration System) personnel follow the case, answer required questions and ascertain the individual's condition. Close coordination with medical personnel in following the individual's condition and insuring that persons who were in contact with the individual are notified by proper medical personnel and treated for the illness is essential.
10. If the illness is considered contagious and might affect persons who have been in contact with the patient, inquiries must be initiated to determine the length of contact needed for symptoms to appear and who might be at risk.
11. If the illness is not considered contagious, University community members should be informed to remove any doubt about the illness and the individual.
12. EAS (Emergency Administration System) members determine the best way to implement procedures prescribed by medical personnel including:
 - A. Assisting in the notification of persons at risk by proper medical personnel.
 - B. Determining the best way to convey information about the contagious illness to the community to insure that questions and concerns are answered promptly.
 - C. Providing medical and/or psychological counseling specialists and services for any person who may have been in direct contact with the individual.
 - D. Providing for periodic updates about the individual's condition.
 - E. Determining the best way to provide for closure of the incident.
13. If alcohol or drug overdose is an issue, a determination must be made concerning the conditions under which the student may return to the campus.

SEXUAL ASSAULT, RAPE, ABUSE OR MISCONDUCT

If you are the victim or witness to a crime involving sexual assault, rape, abuse by a spouse, significant other, or misconduct by another, take the following steps:

1. Immediately call the Department of Public Safety at telephone extension 1000 or call 9-911 to report the activity. If you feel safe, stay on the phone and answer all questions to the best of your ability. If you do not feel safe go immediately to a place where you do feel comfortable and call. Stay on the phone until assistance arrives. Comply with the instructions you are given.
2. Do not clean the area where the activity took place. Do not touch any materials. If you are able to stay in the area until assistance arrives, do so. If you are not able to stay in the area, go to the room of a close personal friend or Resident Assistant or the Resident Director. Be sure to let emergency personnel know your location.
3. Do not clean or wash yourself in any manner. Your cooperation at this time will assist the investigating officer. Do not shower, bathe, wash, use antiseptics, powders, creams or other cover ups which would destroy evidence materials.
4. If you feel the need for someone to give support and comfort, call that person from your current location and have them come to you.
5. You will be asked to submit to a medical examination. This examination is important for gathering material evidence. You may have someone with you for support and comfort, but that person should know that they cannot interfere with the investigation.
6. If you do not want to file any charges at the time of reporting, you are free to do so. If the investigating officer has evidence leading to a particular suspect, the officer may proceed with the investigation and arrest without your involvement. However, in case you later change your mind and wish to file charges, it is important that the evidence which could later support your claim be collected at the time of the reported attack or violation.
7. The University and its facilities may be used to assist the victim of a crime of sexual violence, assault, or domestic dispute, or obtain assistance in dealing with the trauma of such activity.

SUSPICIOUS PACKAGES OR OBJECTS

1. What makes a package or object suspicious may be its location: a briefcase left outside a building next to a wall or window; a backpack left in a waiting area that would not normally be used; a box or sack left inside a bathroom under a sink or behind a door.

2. Go to the nearest telephone and call the Department of Public Safety at telephone extension 1000. Have the Department of Public Safety check the item; do not do so yourself.
3. After calling emergency personnel return to the general area, staying well away from the object. When the Department of Public Safety arrives, be prepared to answer questions.

UTILITY FAILURE

Notify the Department of Public Safety at telephone extension 1000 or the Physical Plant at telephone extension 1018.

VENTILATION PROBLEMS

If smoke or odors come from the ventilation system, immediately call the Physical Plant at telephone extension 1018 or notify the Department of Public Safety at telephone extension 1000. If necessary, cease all operations and evacuate the area.

WEATHER-RELATED

INCLEMENT WEATHER POLICY

If inclement weather necessitates closure of the University, the following procedures will be observed:

1. The Chancellor or designee makes the decision to close the University or change its hours of operation.
2. The Chancellor or designee will be notified as soon as possible of hazardous weather conditions utilizing campus reports and local road and state highway conditions obtained from the Monticello Police Department, Drew County Sheriff's Office, and the Arkansas State Police.
3. The Director of Public Information/Media Services will notify the media (all designated area radio and television stations) of the closure or change in hours of operation.

4. The Chancellor or designee will contact the EAS (Emergency Administration System). EAS team members will notify personnel in their respective areas of University closure or changes in hours of operation due to inclement weather.
5. If inclement weather develops overnight, using the above procedure, a decision regarding media notification will be made as early as possible.
6. Employees are responsible for listening to media announcements regarding University closures and/or changes in hours of operation.

Television Stations

Radio Stations

KARK Channel 4 (NBC – Little Rock)	KHBM 93.7 FM
KATV Channel 7 (ABC – Little Rock)	KGPQ 99.9 FM
KTVE Channel 10 (NBC – Monroe)	KXSA 103.1 FM
KTHV Channel 11 (CBS – Little Rock)	
NOAA Weather Transmitter Star City 162.400	WXJ-54

Web sites for inclement weather reports

<http://www.srh.noaa.gov/ftproot/lzk.default.html>

<http://www.weather.com/weather/us/zips/71656.html>

Flooding

The Department of Public Safety observes campus conditions during regular duties. Officers are responsible, especially outside normal business hours, for detecting situations that present the possibility of flooding to property and facilities.

Potential flooding situations are reported to the Director of Physical Plant or designee.

The Director of Physical Plant:

1. Determines the extent of potential damage and corrective actions.
2. Notifies departmental personnel of immediate actions needed to avert damage.
3. Notifies the Chancellor designee of the potential for damage and updates the Chancellor or designee as requested.
4. Monitors work progress and makes periodic updates.
5. Informs the Department of Public Safety of support measures needed.

The Chancellor or designee will determine the need for activation of the EAS (Emergency Administration System) based upon the periodic reports of potential damage by the Director of Physical Plant.

Storms

There is a potential for storms that may disrupt normal university business, damage or destroy university property and/or threaten lives of students and personnel.

Potential storm activity that may be expected includes:

1. Heavy rain usually associated with heavy downpours and/or light showers
2. High winds
3. Ice and/or sleet
4. Snow
5. Tornadoes

Methods of monitoring the possibility of storms that might have an effect upon the normal operation of the University include:

1. Local broadcast radio - am and fm
2. Local/cable television channels
3. National Oceanic and Atmospheric Administration (NOAA) Weather Radio
4. Internet weather sites - include Arkansas emergency and state sites, news, police and educational sites

The Chancellor or designee will determine if the EAS (Emergency Administration System) will be called to evaluate the impact of storm conditions. Based upon input received, the Chancellor or designee will decide if the University will continue business as normal or make alternate arrangements for conducting University business or implement the University's inclement weather/emergency closure policy.

TORNADOES

If advance notification of a tornado is received during the day, the Department of Public Safety will contact the Chancellor or designee. The Chancellor notifies the EAS (Emergency Administrative System), who notify persons within their departments and buildings to begin evacuation to suggested shelter locations. The Department of Public Safety officer will drive through the campus sounding the siren of the police vehicle to attract attention and direct persons to designated shelters.

If advance notification is received during the evening, night or weekend hours, the Department of Public Safety will contact the Resident Director on duty. The Resident Director notifies other resident directors or resident assistants to evacuate residents to shelter areas. The Department of Public Safety notifies locations on campus which are open. The Department of Public Safety officer drives through the campus sounding the siren of the police vehicle to attract attention and direct persons to designated shelters.

Suggested Shelter Locations:

1. Administration Building - Interior offices
2. Agriculture Department - Storage areas under the building
3. Bankston Hall - First floor hallways and restrooms
4. Babin Business Center - First floor hallway
5. Bookstore, Post Office, Visual and Performing Arts - Interior restrooms of their parts of the complex.
6. Central Warehouse - Basement of the Physical Plant
7. Family Housing –Bathrooms or hallways of each unit.
8. Fieldhouse - Interior locker rooms
9. Fine Arts Center - Basement
10. Forestry - First floor hallway by offices
11. Harris Hall - Basement
12. Horsfall Hall - Basement
13. Jeter Apartments - Restrooms
14. Student Apartments – Bathrooms of each unit

15. Library - Music Listening room or first floor interior bathrooms and storage closets
16. Maxwell Hall - First floor if possible, then bathrooms
17. Memorial Classroom Building - First floor hallway
18. Music Building - First floor hallway
19. Royer Hall - First floor restrooms
20. Math and Science Center - Interior storage areas, under Wing A in the mechanical room or in extreme emergencies under the walkways of the Math/Science Center
21. University Center - First floor hallway, locker rooms, bathrooms or interior offices.
22. Wells Hall - Basement

If you cannot reach one of the above areas, go the nearest available building. Find an area away from windows, preferably one in the interior portion of the building and use overhead cover (heavy desk, work table, or counter you have available). Remain there until authorized personnel declare the situation safe.

For any emergency, Call Public Safety 460-1000

37

If you are caught outside away from any shelter, try to locate a depression in the ground, ditch, culvert or other low area. Cover you head and lie flat facing the ground. If you are near a bridge or overpass, leave your vehicle and climb as close to the upper portion of the incline as possible. Do not stay in your vehicle or try to outrun a tornado using your vehicle.

Before leaving your shelter area wait until authorized personnel have declared the situation safe.

UNIVERSITY OF ARKANSAS AT MONTICELLO

BOMB THREAT INFORMATION CHECKLIST

Date: _____ Time of Call: _____ Time Call Ended: _____

What the caller said:

1. **When** is the bomb going to explode? _____
2. **Where** is the bomb located? _____
3. **What** does the bomb look like? _____
4. **What** kind of bomb is it? _____
5. **How** will the bomb explode? _____
6. **How** was the bomb delivered too the campus? _____

Describe all that you remember about the person who called:

Voice Characteristics: (circle or complete all that apply)

TONE—Loud, Soft, High Pitch, Low Pitch, Raspy, Pleasant, Other _____

SPEECH--Fast, Slow, Distinct, Distorted, Stutter, Nasal, Other _____

LANGUAGE—Excellent, Good, Fair, Poor, Cursing, Other _____

Bomb Threat Information Checklist, continued

MANNER—Calm, Angry, Coherent, Incoherent, righteous, Emotional, Rational, Irrational, Deliberate, Laughing, Other _____

ACCENT—Regional (sounding like a particular area of the U.S.) _____

Foreign _____

Ethnic _____

Age(young, old) _____

Slang _____

Any other information or facts that you recall:

A call is made to Public Safety and the Chancellor's office as soon as the estimated time of service restoration is determined.

3. The Chancellor notifies the Provost who notifies academic unit heads.

4. The Chancellor notifies the Vice Chancellor for Student Affairs.

NOTES:

1. **Elevators.** In a power outage, each floor of buildings with elevators should be checked for occupancy immediately by the building supervisor or designee.

Call Public Safety if someone is stuck on the elevator and they have not already used the emergency phone in the elevator.

If the elevator is empty (no response by knocking), report to the building supervisor that elevator is clear, indicate the floor that was checked.

3. **Public Safety.** Within 30 minutes of a power outage, the Office of Public Safety will have temporary electrical power and an active phone system.

4. **Chancellor.** The Chancellor will determine if additional generators will be necessary. The Chancellor communicates this to Physical Plant.

5. **Library.** The Library Technology Center electrical power has automatic transfer. If electricity is out for more than five (5) minutes, the generator initiates.

6. **Academic unit heads.** Unit heads relay pertinent information to the Office of Academic Affairs, for example, if tests or exams are underway, the need for distance education sites to be notified, faxes to distance sites to be made, etc. Unit heads should caution faculty to make disk/CD copies of all tests/exams in expectation of unusual power outages during examination time.

7. **Fax machines available.** For emergency purposes, a fax machines is available in the Physical Plant office.

AFTER Normal Working Hours:

In the event of an electrical outage after normal (8 a.m. – 4:30 p.m.) working hours the following steps should be taken.

1. Physical Plant notifies the power company of the outage.

For any emergency, Call Public Safety 460-1000

41

If the estimated time of return of power is unknown, Physical Plant continues to call every 10 minutes until an estimated time of service restoration is determined.

2. Public Safety calls Information Technology within one minute of a power outage.

3. Physical Plant notifies Public Safety and the Chancellor's office immediately that the call to the power company has been made.

A call is made to Public Safety and the Chancellor's office as soon as the estimated time of service restoration is determined.

3. If necessary, the Chancellor notifies the Provost who notifies academic unit heads.

4. The Chancellor notifies the Vice Chancellor for Student Affairs.

**EMERGENCY PROCEDURES
QUICK REFERENCE GUIDE**

To report any emergency:

**Dial extension 1000, Office of Public Safety.
If no answer, dial 9-911.
Do NOT hang up until told to do so.**

BOMB THREAT/SUSPICIOUS PACKAGE(S)

1. Dial 1000; if no answer, dial 9-911.
2. Do not hang up unless told to do so.

CHEMICAL LEAKS/SPILLS

1. Dial 1000; if no answer, dial 9-911.
2. Do not hang up until told to do so.
3. Confine the leak/spill by closing the door(s) to the room.
4. Pull the fire alarm to initiate building evacuation.
5. Evacuate to a safe area at least 500 feet away from the leak/spill.
Do not stand downwind from a leak/spill.
Do not walk through or stand in any spilled substance or smoke clouds.
6. Do not return to the building unless told to do so.

CRIME IN PROGRESS

1. Do not attempt to intervene in any situation.
2. Dial 1000; if no answer, dial 9-911.
3. Do not hang up unless told to do so.
4. Follow directions of the Public Safety officer.

EARTHQUAKES

During an earthquake:

If you are indoors, stay there.

Get under a desk, table, or stand in a corner.

Move away from glass, windows, shelving, heavy equipment/furniture.

Do not use the elevator.

Do not attempt to move to lower floors.

Earthquakes, continued:

If outdoors, move to an open area away from trees, buildings, walls, power lines.
If driving, pull over but stay inside your vehicle.

After the earthquake:

Assist people with injuries/disabilities in exiting the building.
Get outside and away from buildings and trees.
Do not return to an evacuated building unless told to do so.

ELEVATOR FAILURE

Activate the emergency alarm located on the front panel of the elevator. Your need for assistance will be answered in a timely manner.

FIRE

1. Do not attempt to fight any fire.
2. Confine the fire by closing the door(s) where fire is located.
3. Dial 1000; if no answer, dial 9-911.
4. Do not hang up unless told to do so.
5. Pull fire alarm to evacuate the building.
Do not use elevators. Use stairwells.
Assist persons with disabilities in evacuation.
Exit to a distance of 500 feet from the building.
Do not return to the building unless told to do so.

MEDICAL EMERGENCIES

1. Dial 1000; if no answer, dial 9-911.
2. Do not hang up unless told to do so.
3. Remain with the injured person until emergency medical services arrive.

SEXUAL ASSAULT

1. Dial 1000; if no answer, dial 9-911.
2. Do not hang up unless told to do so.
3. Do not shower, bathe, change clothes, douche, urinate, brush teeth,
or place anything in your mouth.
4. Do not disturb items in the area where the offense occurred. Keep others away.
5. Follow other directions from the Public Safety officer.

WEATHER

Remain alert to signs of approaching severe weather.
Seek shelter if skies become threatening.
Stay away from doors, windows, glass.

Tornadoes:

1. Move immediately to the innermost room of the lowest level of the building.
Basements, interior closets, or interior bathrooms offer the best protection.
Stay away from doors, windows, glass.
Do not try to outrun a tornado in your vehicle. Leave the vehicle and get in a ditch or lie in a low area.
2. Remain in the protected area until “all clear” is announced/relayed by Public Safety.

Thunderstorms/Lightening:

1. Do not carry or go near anything made of metal.
2. Do not be higher than your surroundings.
3. Do not use the telephone except in emergency situations.
4. Stay away from doors, windows, glass.
5. Do not stand under trees that stand alone.

Ice/Snow Storms:

Listen to your radio/television for details concerning University closures or Inclement Weather policy to be in effect.

TV Stations

Radio Stations

KARK, Channel 4	KTVE, Channel 10	KHBM 93.7
KATV, Channel 7	KHTV, Channel 11	KGPQ 99.9 KXSA 103.1

UTILITY FAILURE(S)

(Utilities includes electrical, plumbing, flooding, natural gas)

1. Dial 1000; if no answer dial 1018 (Maintenance); if no answer, dial 367-3411
(Monticello Police Dept.)
2. Do not hang up unless told to do so.
Many locations have emergency lighting that will activate.
Never touch any downed power or utility lines.
If the situation is severe, the building(s) may be evacuated.
3. Turn off all computers and as much electrical equipment as possible.