



PUBLIC SAFETY



**EMERGENCY PROCEDURES**



## WHEN ASSISTING IN A MEDICAL EMERGENCY

- Remain **CALM** and contact SNU Public Safety by dialing 405-491-6309 or 911 from a cell phone or public phone.
- Do **NOT** move the injured/ill person.
- Do **NOT** touch the person if you are not certified in first aid and/or do not have personal
- Wear protection gear if there is a danger of coming into contact with bodily fluids.
- If it is **SAFE** to do, comfort and reassure them that help is on the way.

- If you are certified in first aid and it is **SAFE** to do so, provide care to the person to the extent you are capable.
- Follow all instructions given to you by Police and/or other authorized personnel.

FOR HELP DO ONE OF THE FOLLOWING:



# MEDICAL EMERGENCY

## IN THE EVENT THAT AN EMERGENCY SITUATION REQUIRES A LOCKDOWN

- You will be notified and instructed via text message and/or email from the “SNU ALERT” electronic message service or authorized personnel.
- Follow all instructions given to you by “SNU ALERT”, Police and/or other authorized personnel. Remain calm.
- If you can do so SAFELY, inform others in your area of the lockdown.
- If someone needs assistance and you can do so SAFELY, help get them to a lockdown area. Lock doors, windows and shut the blinds.

- If you are in an area that is not secure, use available items including desks, tables, chairs, etc. to barricade doors.
- Stay low on the floor away from windows and doors and under desks if possible.
- DO NOT LEAVE the area until you are told to do so by Police and/or other authorized personnel.

### FOR HELP DO ONE OF THE FOLLOWING:



# LOCKDOWN

## IF THERE IS A STUDENT, FACULTY, STAFF OR OTHER PERSON MISSING

- Immediately contact SNU Public Safety. Be prepared to provide the following information:
- Your name and phone number.
- Description of the missing person and what they were wearing when last seen.
- Where they were last seen.
- What physical condition they were in when they were last seen.
- Who the person was last with.
- A description of the missing person's vehicle.
- Any medical or other special conditions that you know about.

FOR HELP DO ONE OF THE FOLLOWING:



# MISSING PERSON(S)

## IF THERE IS A POSSIBLE SUICIDE ATTEMPT

- Do NOT leave the person alone if you can remain with them safely.
- If weapons are present, leave the area immediately. DO NOT touch any weapon or other items that the person may consider using or has used, to ensure your personal safety.
- Contact SNU Public Safety.
- Show support for that person without being judgemental.
- Follow all instructions given to you by Police and/or other authorized personnel.

## IF YOU DISCOVER A POSSIBLE SUICIDE

- Do NOT touch anything in the area.
- Remain Calm.
- IMMEDIATELY contact SNU Public Safety
- Be prepared to give the following information
  - Your name and phone number
  - Location
  - Name of the victim if known

FOR HELP DO ONE OF THE FOLLOWING:



# SUICIDE ATTEMPT

## IN THE EVENT OF A MINOR POWER OUTAGE AT YOUR CAMPUS

- Contact SNU Public Safety

## IN THE EVENT OF A MAJOR OUTAGE AT YOUR CAMPUS OR IN THE LOCAL AREA:

- Remain calm.
- Follow all instructions given to you by Public Safety and/or other authorized personnel.
- If evacuation is required, refer to the evacuation portion of this document to assist persons with physical disabilities.
- Do NOT use candles, lighters or other types of open flames for illumination purposes.
- Turn off all light switches.

## IF PEOPLE ARE TRAPPED IN AN ELEVATOR:

- Tell passengers to stay calm and that you are getting help.
- Contact SNU Public Safety
- Stay near the passenger until police or other assistance arrives provided it is safe to stay in the building.
- Do NOT try to pry open the elevator or extract people from a trapped elevator car.

FOR HELP DO ONE OF THE FOLLOWING:



# POWER OUTAGE

## IN THE EVENT THAT A STUDENT/STAFF MEMBER DISCLOSES THAT HE/SHE WAS THE VICTIM OF A SEXUAL ASSAULT:

- Listen to the person and do not be judgmental. The person is telling you because he/she trusts you.
- Reassure the student/staff member that what happened is not his/her fault and that he/she should do what is best for him/her.
- Offer options so that the victim can make an informed decision about what is best for him/her.
- Do not make the choice for him/her.

## OPTIONS MAY INCLUDE:

- Report the assault to SNU Public Safety.
- Visit a nearby hospital emergency room to meet with a Sexual Assault Nurse Examiner in order to preserve evidence.
- Call a hotline to have questions answered.
- National Sexual Assault Hotline: (800) 656-4673
- Rape, abuse, and Incest National Network ([www.rainn.org](http://www.rainn.org))
- Police can be contacted by dialing 405-491-6309 from a cell phone or public phone

### FOR HELP DO ONE OF THE FOLLOWING:



# SEXUAL ASSAULT

## IF YOU HAVE CONCERN ABOUT A SITUATION THAT MAY TURN VIOLENT:

- ALERT a supervisor or staff member in authority immediately (it is better to err on the side of safety than to risk having a situation escalate.)
- Be aware of workplace violence warning indicators.
  - Intimidating, harassing, bullying, belligerent or other inappropriate and aggressive behavior. Numerous conflicts with colleagues, authority figures, and/or students.
  - Possession of a weapon or making threats about using weapons to harm.
  - Statements of fascination with workplace violence.
  - Statements indicating desperation over family, financial or other personal problems to the point of contemplating suicide.
  - Direct or veiled threats of harm.
  - Substance abuse.
  - Extreme changes in normal behaviors

## IF YOU ARE IN IMMEDIATE DANGER:

- Contact SNU Public Safety or police by dialing 405.491.6309 or 911 on cell phone.

### FOR HELP DO ONE OF THE FOLLOWING:





If a student/staff member reports to you that he/she believes that he/she is in an abusive relationship or is being stalked, he/she may be in either imminent danger or not immediately at risk.

### **IF THE VICTIM BELIEVES HE/SHE IS IN IMMINENT DANGER:**

- Locate a safe place
  - Police Station.
  - A residence unknown to assailant.
  - A church or other public place.
- Contact SNU Public Safety

### **IF THE VICTIM BELIEVES HE/SHE IS NOT IMMEDIATELY AT RISK:**

- Offer option to call SNU Public Safety

### **IF A STUDENT/STAFF BELIEVES THAT HE/SHE IS BEING STALKED:**

- Explain to him/her to maintain a log recording all stalking-related behaviors including, but not limited to, electronic mail, phone calls, text messaging, and in-person contact.
- Documentation is important regardless of whether or not he/she chooses to report the events.
- Contact SNU Public Safety
- Visit the RAINN website at [www.rainn.org](http://www.rainn.org) for further assistance.

**FOR HELP DO ONE OF THE FOLLOWING:**



## IF THERE IS AN EXPLOSION:

- Take shelter under your desk or other sturdy furniture.
- Do your best to remain calm.
- Once it is SAFE, evacuate the building and go to a designated Evacuation Assembly Area (EAA). Refer to the evacuation portion of this document when assisting persons with physical disabilities.
- Use caution when opening doors or exiting the windows of a building.
- As soon as it is safe to do so, contact SNU Public Safety
- Follow all instructions given to you by Police and/or other authorized personnel.

## IF YOU ARE TRAPPED IN DEBRIS:

- Find a way to visually signal your location if possible.
- Avoid unnecessary movement so that you don't kick up dust.
- Cover your mouth and nose with anything you have on hand. Dense-weave cotton material can create a good filter.
- Try to breathe through a piece of clothing or cloth.
- Tap on a pipe or wall so that rescuers can hear where you are.
- Shout as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.

### FOR HELP DO ONE OF THE FOLLOWING:



# EXPLOSION

## MINOR CHEMICAL SPILL:

- Alert people in the immediate area of the spill.
- Notify the SNU Public Safety AND/OR other authorized personnel at the appropriate number.
- Open outside windows, if possible.
- Avoid breathing vapors from spills.
- Confine spill to as small an area as possible if safe to do so.

## MAJOR CHEMICAL SPILL:

- Remain calm.
- Attend to injured or contaminated persons and remove them from exposure.
- Evacuate the area if it is SAFE to do so. Refer to the evacuation portion of this document when assisting persons with physical disabilities.
- As soon as you or another person is able to do so, contact SNU Public Safety.
- Close the doors to the affected space and go to a safe area.
- Avoid contact with others in the process.
- Provide as much information as possible including the identity of hazardous material, location, and the number of affected people.
- Have a person available that has knowledge of the incident and the laboratory to assist emergency personnel.

FOR HELP DO ONE OF THE FOLLOWING:



# HAZMAT SPILL

## **PRIOR TO SEVERE WEATHER, FAMILIARIZE YOURSELF WITH THE DIFFERENT TERMINOLOGY SURROUNDING SEVERE WEATHER.**

- SEVERE THUNDERSTORM WATCH – Conditions are favorable for severe thunderstorms to develop with the potential to produce tornadoes, high winds, hail and heavy rain.
- SEVERE THUNDERSTORM WARNING – A thunderstorm has been sighted.
- WINTER STORM WATCH – Potential for heavy snow or significant ice accumulations.
- WINTER STORM WARNING – A storm is producing heavy snow or significant ice accumulations.

## **IN THE EVENT OF SEVERE WEATHER:**

- If possible, stay inside your building.
- If you are outside, immediately go into a building to avoid injury from debris.
- Move away from exterior doors and windows.
- Do NOT use telephone and plumbing fixtures.
- Seek information and instruction via “SNU ALERT” - if possible without putting your life in danger.

## **KEEP THE FOLLOWING ITEMS WITH YOU IF POSSIBLE:**

- Flashlight if available
- Cellular Telephones

### **FOR HELP DO ONE OF THE FOLLOWING:**



# **SEVERE WEATHER**

**PRIOR TO AN ACTUAL TORNADO, FAMILIARIZE YOURSELF WITH THE DIFFERENT TERMINOLOGY SURROUNDING TORNADOES.**

- TORNADO WATCH – Tornadoes could potentially develop.
- TORNADO WARNING – A tornado has been indicated by radar or has been sighted by spotters.

**IN THE EVENT OF A TORNADO: SEEK SHELTER IN THE FOLLOWING AREAS:**

- Basement, underground evacuation and lower floors of interior hallway or corridor (preferably a steel-framed or reinforced concrete building).
- Look for “Safer Place” locations if you are in an SNU Building.
- If none of the above areas are available, seek shelter under sturdy furniture.
- Be aware that heavy rains may flood evacuation areas.
- Seek information and instruction via “SNU ALERT” - if possible without putting your life in danger.

**AVOID THE FOLLOWING:**

- Top floors to buildings.
- Areas with glass windows or doors.
- Auditoriums, gymnasiums, cafeterias or other areas with large, free-span roofs.
- Automobiles.

**KEEP THE FOLLOWING ITEMS WITH YOU:**

- Flashlight if available
- Radio if available
- Cellular Telephones

**SAFER PLACE LOCATIONS:**

- Look for areas within each SNU building that are designated “Safer Place” locations. These areas are often inside rooms, the lowest level of buildings, and stairwells. Those areas have been designated with the following sign:



**FOR HELP DO ONE OF THE FOLLOWING:**



## IF YOU SEE OR HEAR OF A POSSIBLE HOSTAGE SITUATION:

- Immediately remove yourself from danger.
- Remain calm and contact SNU Public Safety.
- Be prepared to give as much information as possible to Police including:
  - Your name and phone number.
  - The location.
  - Number of possible hostages.
  - Number of possible hostage takers.
  - Physical description of the hostage takers.
  - Any types of injuries.
  - Types of weapons being used.

## IF YOU ARE TAKEN HOSTAGE:

- Remain calm and cooperate with your captors.
- Do NOT attempt to escape unless there is NO danger in doing so.
- Do NOT draw attention to yourself.
- Do NOT speak unless spoken to.
- Do NOT try to intimidate the captors.
- Do what you are told to do.
- Stay low below windows and behind cover if possible.
- If possible, contact Police by dialing 911 or 405-491-6309 from a cell phone or public phone.

## IF YOU COME ACROSS OR LEARN OF AN INTRUDER OR SOMEONE WHO IS THREATENING THE SAFETY OF INDIVIDUALS ON CAMPUS:

- Do NOT approach the person.
- Remove yourself from danger.
- As soon as you can do so SAFELY, contact SNU Public Safety
- Be prepared to give a full description of the individual, as well as his/her location.

### FOR HELP DO ONE OF THE FOLLOWING:



## IF YOU DISCOVER FIRE ON YOUR FLOOR:

- Manually activate the fire alarm system.
- Immediately exit the building, closing doors behind you.
- DO NOT USE ELEVATORS.
- Refer to the evacuation portion of this document when assisting persons with physical disabilities.
- Contact SNU Public Safety.

## ONCE FIRE ALARM IS ACTIVATED:

- Walk to the nearest exit. DO NOT USE ELEVATORS.
- Notify fire personnel if you suspect someone is trapped inside the building.
- Once evacuated, go to a designated Evacuation Assembly Area (EAA).
- Follow all instructions given to you by SNU Public Safety and/or other authorized personnel.

## IF TRAPPED IN A ROOM:

- Wet and place cloth material around and under the door to prevent smoke from entering the room.
- Close as many doors as possible between you and the fire.
- Be prepared to signal someone outside, but DO NOT BREAK GLASS WINDOWS until absolutely necessary. Outside smoke may be drawn into the room.

## IF CAUGHT IN SMOKE:

- Drop to hands and knees and crawl toward the exit.
- Stay low, as smoke will rise toward the ceiling.
- Take shallow breaths through the nose and use a filter such as a shirt or a towel or a large coat.
- Keep your head down and your eyes closed as much as possible.

## IF FORCED TO ADVANCE THROUGH FLAMES: (LAST RESORT)

- Hold your breath.
- Move quickly.
- Cover your head and hair with a blanket

## USING A FIRE EXTINGUISHER:

- Pull safety pin from handle.
- Aim at base of fire.
- Squeeze the trigger handle.
- Sweep from side to side at the base of fire.

### FOR HELP DO ONE OF THE FOLLOWING:



## IN THE EVENT OF AN EVACUATION

- Remain calm.
- Evacuate your building using the nearest exit.
- Do not run or use elevators.
- Once evacuated, go to a designated Evacuation Assembly Area (EAA).
- Do not re-enter until advised to do so by SNU Public Safety and/or other authorized personnel.

## EVACUATION OF PERSONS WITH PHYSICAL DISABILITIES

The following information provides basic guidelines for assisting persons with physical disabilities during an emergency evacuation. Evacuating a disabled or injured person yourself is the last resort and should ONLY be attempted provided you are not putting yourself in harm's way. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse. Evacuation is difficult and uncomfortable for both the rescuers and people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

## GROUND FLOOR

- Persons with physical disabilities should exit the building along with other building occupants.

## ABOVE OR BELOW GROUND FLOORS

### VISUALLY IMPAIRED

- Tell the person with the visual impairment the nature of the emergency.
- Offer to guide the person to the nearest exit.
- Have the person take your elbow and escort him/her out of the building.
- As you walk, advise the person of obstacles.
- When you reach safety, orient the person to where he/she is and ask if any further assistance is necessary.

## HEARING IMPAIRED

- Alert the person that there is an emergency by using hand gestures or by turning a light switch on and off.
- Verbalize, mouth instructions, or provide the individual with a short note containing instructions. Offer assistance as you leave the building.

## MOBILITY IMPAIRED

- Elevators should not be used for evacuation during an emergency.
- If there is no immediate danger, take the individual to a safe place to await emergency personnel.
- Whenever possible, someone should remain with the person while another individual exits the building and notifies emergency personnel of the mobility impaired person's exact location.
- ONLY in situations of extreme and immediate danger should you try to evacuate a wheelchair-user yourself. The person with the disability is the best authority on how he/she should be moved. Ask before you move someone.
- While it is best to let professional emergency personnel conduct the evacuation, a person with a mobility impairment can be carried by two people who have interlocked their arms to form a "chair" or by carrying the person in a sturdy office chair.
- If you are unable to evacuate the person, provided you are not putting yourself in harm's way, move them to a nearby, safe stairwell landing, and notify emergency responders of the individual's exact location.

### FOR HELP DO ONE OF THE FOLLOWING:





**IN THE EVENT YOU RECEIVE OR OVERHEAR A BOMB THREAT:**

- Contact SNU Public Safety. For security reasons, when possible, it is best to avoid using a cell phone or two-way radio when reporting the threat.
- If evacuation is required, do so calmly and respond to your assigned Evacuation Assembly Area (EAA) so that an accurate account of the building’s occupants can be made. Refer to the evacuation portion of this document when assisting persons with physical disabilities.

**IF YOU FIND A SUSPICIOUS OBJECT:**

- Do not touch the object.
- Do not activate the fire alarm.
- Do not open drawers or cabinets.
- Do not turn off electrical devices or switches.
- Do not use elevators.

**IN THE EVENT A THREAT IS RECEIVED BY PHONE UTILIZE THE FOLLOWING CHECKLIST:**

- Exact date and time of the call:
- Exact words of the caller:

**CRITICAL QUESTIONS TO ASK**

- When is the bomb going to explode?
- Where is the bomb?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb? YES NO (if No, who did?)
- Why did you place the bomb?
- Where are you calling from?
- What is your name and address?

**CALLER’S VOICE (CIRCLE):**

Calm	Deep	Angry	Disguised
Cracking	Loud	Rapid	Sincere
Crying	Broken	Nasal	Squeaky
Slurred	Raspy	Slow	Normal
Soft/ Whispered	Giggling/ Laughing	Clearing Throat	Stressed
Stutter	Accent	Excited	

**LANGUAGE WAS (CIRCLE):**

Well-spoken	Incoherent	Foul
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**MESSAGE WAS (CIRCLE):**

Scripted/read	Taped	Irrational
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If the voice is familiar, whom did it sound like? \_\_\_\_\_

Were there any background noises?

\_\_\_\_\_ YES \_\_\_\_\_ NO

IF SO, DESCRIBE: \_\_\_\_\_

Person receiving call: \_\_\_\_\_

Telephone number where call was received: \_\_\_\_\_

**FOR HELP DO ONE OF THE FOLLOWING:**



**If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help plan a strategy for survival.**

### **IF THE SHOOTER IS OUTSIDE THE BUILDING:**

- Turn off all lights and close and lock all windows and doors.
- Close all window blinds and curtains.
- If you are able to do so safely contact SNU Public Safety.
- If you are able to do so safely, get all individuals on the floor and out of the line of fire.
- If you are able to do so safely move to a core area of the building and remain there until an “all clear” instruction is given by local Police, authorized personnel or SNU ALERT.

### **IF THE SHOOTER IS INSIDE THE BUILDING:**

- If it is possible to flee the area safely and avoid danger, do so.
- If you are able to do so safely contact SNU Public Safety.
- If flight is impossible, lock all doors and secure yourself in your space.
- Close all window blinds and curtains.
- Get down on the floor or under a desk and remain silent.
- Turn off the ringer on your phone.
- Get bystanders on the floor and out of the line of fire.
- Wait for the “all clear” instruction from Campus Police, other authorized personnel or “SNU ALERT”.

### **IF THE SHOOTER COMES INTO YOUR CLASSROOM OR OFFICE**

- There are no procedures that authorities can recommend.
- Attempt to get the word out to other students, faculty and staff.
- If you are able to do so safely, contact SNU Public Safety.
- If flight is impossible, attempt to negotiate with the shooter(s).
- Put distance between yourself and the offender.
- If possible keep an escape route behind you.

### **REPORTING SUSPICIOUS INDIVIDUALS:**

- Do not approach a suspect.
- In a non-emergency situation, report a suspicious-looking and/or armed individual to SNU Public Safety.
- Give your location, name, and reason for calling.
- Be ready to supply a physical description of the individual: age, weight, hair color and length, clothing, facial hair, and any other distinguishing feature.
- If a vehicle is involved, and you are able to do so safely, attempt to get the vehicle make, model, and color as well as the license plate number.
- In an emergency situation, if you are able to do so safely, contact SNU Public Safety as quickly as possible while monitoring the location of the person.

### **WHAT TO EXPECT FROM POLICE OFFICERS DURING ACTIVE SHOOTER INCIDENTS:**

Police officers responding to an active shooter are trained to proceed immediately to the area where shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first responding officers will normally be in teams of four (4); they may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, Kevlar helmets, and other tactical equipment. The officers may be armed with rifles, shotguns, or handguns, and may use pepper spray or tear gas to control the situation.

Regardless of how they appear, REMAIN CALM. Follow the instructions the officers have given you. Do not be afraid of the police officers. Put down any bags or packages you may be carrying and keep your hands visible at all times; if you know where the shooter is, tell the officers. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

#### **FOR HELP DO ONE OF THE FOLLOWING:**



Emergencies and/or crimes occur without warning. Being prepared to handle emergency situations is both the responsibility of the individual and Southern Nazarene University.

The Emergency Procedures Flip Chart has been developed to assist in minimizing the negative effects of such events. Please read this guide thoroughly before an emergency occurs. Become acquainted with the contents, and post this flipchart in your office or classroom for reference.

If you have a question concerning a unique situation that is not covered in this Emergency Procedure Flipchart, and/or you need additional emergency information, please contact the SNU Public Safety.

## EMERGENCY PREPAREDNESS

- Keep emergency supplies in a convenient location (personal medications, flashlights, comfortable shoes, bottled water, batteries, and portable radios).
- Post this Emergency Procedure Flipchart in a visible location in your office/classroom.
- Become familiar with the quickest exit routes from your building.
- Locate the nearest fire extinguisher and pull station.
- Subscribe to SNU Alert! Refer to the SNU Alert portion of this document for details.

## SNU ALERT

### WHAT IS SNU ALERT?

SNU Alert is the Wireless Emergency Notification System for the Southern Nazarene University Community. It is used by SNU as a way to instantly reach mobile devices and/or e-mail when an urgent situation needs to be communicated. This is a free service provided by SNU. However, your cell phone provider may charge you for receiving text messages.

### HOW DO I REGISTER?

The SNU Alert system can be signed up for by going to the SNU Web Advisor and clicking on your appropriate role (i.e.- student, employees, faculty). Once logged in, go to the main menu and click on the SNU Alert Form under the Communication tab. Click on the SNU Alert Form link and you will be directed to a form to complete. Complete the form and make sure you hit the "submit" button on the bottom of the page.

### WHAT TYPE OF ALERTS WILL I RECEIVE?

SNU Alerts are short messages, only 160 characters in length, used during emergencies that threaten life and safety on campus and/or severely impact normal campus operations. The message may alert you to an emergency situation, ask you to take action, or both. Weather warnings, including severe thunderstorms and tornado warnings, will also be sent.

### MAY I REGISTER FAMILY MEMBERS?

Yes. Only SNU faculty, staff and students may sign up for SNU Alert; however, family members may be added to your account by adding the phone numbers you want to have the alerts in the additional work and home boxes. If you are currently a member and would like to add a family member please contact the SNU Public Safety at 405-491-6309 for assistance.

### HOW DO I UNSUBSCRIBE?

At any time, you may simply return to the emergency website and click the unsubscribe button. Enter the contact information you used to register and then select the unsubscribe box at the bottom of the page.

### HOW DO I UPDATE MY CONTACT INFORMATION?

If your contact information has changed, follow the instructions given above to unsubscribe, and then re-register using your new contact information.

### WHAT IF I CHANGE MY MOBILE CARRIER?

Nothing. You will still receive alerts as long as you have the same phone number.

FOR HELP DO ONE OF THE FOLLOWING:

