

Clarke University Emergency Response Guide Emergency Guidelines

(Revised Sept. 2018)

Emergencies, disasters, accidents, injuries and crimes can occur without warning at any time. Being physically and psychologically prepared to handle unexpected emergencies is an individual as well as an organizational responsibility.

This Emergency Response Guide has been developed to assist in minimizing the negative effects from such events. Please read this guide thoroughly BEFORE an emergency occurs. Become acquainted with the contents. You may want to print a copy of this guide and keep it available in your office or classroom for immediate reference. Place your building name, room number, supervisor's name and necessary phone numbers on the front cover.

As the name implies, this is a guide and is not meant to be all encompassing, nor should it be used to circumvent college policies, procedures or appropriate training.

Always be aware of your environment and note the following:

- Location of exit stairwells
- Location of fire extinguisher
- Locations of emergency pull stations
- Location of nearest safety shower and eyewash

The following are included in this Emergency Response Guide:

- Active Armed Intruder
- Chemical Spills
- Fire
- Bomb Threat
- Power Outage
- Evacuation
- Personal Threat or Assault
- Severe Weather + Severe Weather Shelters
- Flooding
- Earthquake
- Major Accidents

ACTIVE ARMED INTRUDER

An Active Armed Intruder is one or more subjects who are armed with a weapon, including but not limited to firearms, knives, explosives or any other object that can be used as a weapon, and have taken action in a systematic or random manner to cause the injury or death to others.

Prevention of an event:

The occurrence of an Active Armed Intruder event cannot be predicted with certainty.

What You Can Do:

- Become familiar with emergency guidelines ahead of time.
- Know where the emergency exit routes are located.
- Be aware of places where you could shelter in place if need be.
- Report any doors or locks that are not working properly.
- Report any suspicious activity to Clarke Safety & Security.
- If you believe that someone may be exhibiting strange behavior, report it to the appropriate authority.
- If you hear talk or rumors of violence or see signs posted or writings on walls, report it to the appropriate authority.
- If you believe that you could be a victim of violence, report it to the appropriate authority.
- If unsure of what to do during an emergency, ask questions before an incident occurs.

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

U.S. Department of Homeland Security Guidelines

1. RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. HIDE

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors.
- Stay away from doors and windows.
- Silence your cell phone and/or pager
- Turn out the lights and close blinds

3. FIGHT

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

In the event of an active shooter on campus and your location is...

In a classroom, office, laboratory, residence hall:

1. Stay in the room.
2. Secure the door with a lock and barricade if possible, or with a heavy wedge or piece of furniture.
3. Turn off the lights in the room.
4. Silence all items that emit sounds – phones, tablets, radios, etc.
5. If safe to do so, allow others to take refuge with you.
6. Identify ONE person to call 911 (9-911 from campus phone).
7. If the door has a window, cover the window or stay out of view.
8. Take adequate cover – behind or under desks, walls, or any object that may stop a bullet.
9. Stay low and quiet.
10. If the room has an external window and it is safe to do so, place signs in the window to alert law enforcement that people are in the room. *This action is dependent on the location of the shooter.

In a hallway or corridor:

1. Get yourself inside a room and secure the room.
2. If you are close to an exit, get out.
3. If you are not close to an exit, do not run through a long hallway to get to the exit. Find a room and get inside, securing the door behind you.
4. Only hide in a restroom if it is your only option.

Trapped with the active shooter:

1. Try to remain calm.
2. Do not provoke the shooter. If no shooting is occurring, do what the shooter tells you to do and do not make sudden moves.
3. Only you determine your actions in this situation to preserve your life or the lives of others.

In an open space (such as a parking lot, parking garage, or large room)

1. Immediately seek protection – put something between you and the shooter.
2. Consider trying to escape if you know where the shooter is located and an escape option is immediately available.
3. If not able to escape, find the safest area and secure it as best you can.

How to respond when law enforcement arrives:

- The primary objective of law enforcement upon arrival is to stop the active armed attacker as quickly as possible. These events are very fluid and can change quickly. Time is of the essence and responding officers will deploy to the location of the attacker as quickly as possible.

- If you are not sure that it is law enforcement trying to get into your locked/ barricaded room, quietly call 911 and advise them of where you are located. They will be able to tell you if it is law enforcement personnel at the door and if it is safe for you to open the door.
- Law enforcement may not know who the suspect(s) is, and until the suspect(s) is identified and stopped, everyone may be considered a suspect. Remain as calm as possible.
- Follow their directions to the letter.
- Hold your arms and hands over your head and spread your fingers apart.
- Do not make any sudden moves or charge the officers.
- Move safely away from the area/building, but do not leave campus until instructed to do so by appropriate authority.
- If you have pertinent information, calmly approach authorities if safe to do so.
- Law enforcement will not stop to administer first aid to injured people.

CHEMICAL SPILL

Clarke University has established a campus wide Chemical Spill Procedures plan. In addition, each department that uses chemicals has developed department-specific procedures for the safe handling of chemicals, and spill containment and clean up.

These procedures shall be readily available within the respective departments, and all departmental personnel shall receive adequate training. Only individuals with appropriate training, experience, and personal protective equipment will respond to clean up a chemical spill.

Non-Emergency Chemical Spill Procedures

Non-emergency chemical spills are generally defined as less than 1 liter, do not involve a highly toxic or reactive material, do not present a significant fire or environmental hazard, and are not in a public area such as a hallway. These spills can be cleaned up by properly trained lab personnel using conventional lab PPE (e.g., safety glasses/goggles, lab coat, gloves) and the lab spill kit.

When a non-emergency spill occurs in the lab - the area around the spill should be isolated, everyone in the lab should be made aware of the spill, and the spilled material should be absorbed and collected using either pads or some other absorbent material such as oil dry or kitty litter.

Decontamination of the spill area should be conducted using an appropriate solvent (soap and water is often the most effective). Proper PPE should be worn at all times and only trained personnel should conduct the cleanup.

Emergency Chemical Spill Procedures

Emergency chemical spills are generally defined as greater than 1 liter, involve a highly toxic or reactive compound, present an immediate fire or environmental hazard, or require additional PPE (e.g., respirator) and specialized training to properly cleanup.

The following procedures should be followed in the event of an emergency chemical spill:

- Cease all activities and immediately evacuate the affected area. Make sure all personnel in the area are aware of the spill and that they also evacuate.
- If chemical exposure has occurred to the skin or eyes, the affected personnel should be taken to the nearest safety shower and eyewash station.
- Dial 911 if the situation is, or could become an emergency (e.g., chemical exposure has occurred, a fire or explosion has occurred).
- The fire alarm should be pulled to initiate building evacuation if any of the following occurs:
 - A fire and/or explosion has occurred (or there is a threat of fire and/or explosion)
 - The large spill (which is either highly toxic or presents an immediate fire or environmental hazard) is in a public area such as a hallway.
 - Toxic vapors are leaving the area where the spill has occurred, such as seeping from the laboratory into the hallway or neighboring rooms
 - You are unsure of the hazards and feel that the spill could be harmful to building occupants.

Ensure that no one else is allowed to enter the area until the spill has been properly cleaned up by the Dubuque Fire Department.

Chemical Spill Kits

Each laboratory should have a spill response kit available for use. Each spill kit should be equipped to handle small spills of the most common hazards in the laboratory. The kit should be equipped with response and cleanup materials such as:

- Absorbent materials such as pads, booms, oil dry or kitty litter, booms, or pillows
- Neutralizing agents (e.g., Neutrasorb®) for acids and/or bases if high volume of acids and/or bases are stored in the laboratory
- Containers such as drums, buckets, and/or bags to containerize spilled material and contaminate debris generated during the cleanup process
- PPE such as gloves, safety glasses and/or goggles, lab coat or apron, chemical-resistant booties
- Caution tape or some other means to warn people of the spill

FIRE

If you discover a fire or see smoke:

- Remain calm.
- If the building alarm is not sounding, manually activate the alarm by using a fire alarm pull station located near an exit.
- Immediately exit the building. Evacuation procedure documents are posted throughout campus.
- Call 911, then contact Clarke security at x6393 from on campus, from off campus dial (563)588-6393.

NOTE: Dialing 911 from a cell phone is NOT the same thing as calling Clarke security.

If the building fire alarm is activated or someone informs you of a fire:

- Walk to the nearest exit.
- DO NOT USE THE ELEVATORS.
- If able, assist people with special needs.
- Notify emergency personnel if you know or suspect someone is trapped or still inside the building.
- Gather outside at a designated area away from the building and do not attempt to re-enter the building until authorized by university officials or emergency services.

If caught in smoke:

- Drop to hands and knees and crawl toward the nearest exit.
- Stay low as smoke will rise to ceiling level.
- Hold your breath as much as possible; breathe through your nose and use a filter such as a shirt or towel.
- If smoke is too thick, you may need to seek shelter inside a room that does not contain smoke.

If trapped in a room:

- Close as many doors as possible between you and the fire.
- Wet a cloth material and place it around or under the door to help prevent smoke from entering the room.
- If room has an outside window, attempt to signal someone outside.

Clothing on fire: (Stop, Drop, Roll)

- Call for assistance as soon as possible, holler for help or use phone.
- Roll person around on floor to smother flame.
- Drench with water if safe to do so.
- Obtain medical attention.
- Call 911.
- Report incident to supervisor and Clarke security.

Using a fire extinguisher:

Only use a fire extinguisher if the fire is very small and you have been trained in proper use of a fire extinguisher. Notify others of the situation and pull the fire alarm. If you can't put out the fire, immediately leave the building. Make sure the building alarm is activated and others are evacuating. Notify emergency personnel by calling 911. TOTAL AND IMMEDIATE EVACUATION IS THE SAFEST.

BOMB THREAT

Bomb Threat by Telephone

DO NOT HANG UP:

- Remain calm.
- Take the caller seriously.
- Ask a lot of questions, using the checklist below as a guide.
- Have a co-worker call 911 on another line or call 911 yourself immediately after hanging up.

Bomb Threat Checklist – things to ask the caller making the threat:

- When is it going to explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your address?
- What is your name?
- Exact wording of threats.

VOICE OF THE CALLER:

Circle all that apply – Calm, Nasal, Slow, Raspy, Loud, Angry, Stutter, Excited, Rapid, Deep, Soft, Clearing Throat, Laughter, Normal, Disguised, Distinct, Deep Breathing, Crying, Accent, Slurred, Lisp, Ragged, Cracked, Familiar

If Known -

Name of caller:

Number from which call originated:

Male / Female:

Race:
Approx. Age:
Number at which call was received:
Time:
Date:
Background sounds:
 Street Noises Factory Machinery Animal Noises Other Voices
 P.A. System Static Music
 Long Distance House
 Motor
 Office Machinery

POWER OUTAGE

The inherent danger during a power outage is panic; therefore, all Clarke University personnel should attempt to remain calm. In the event of an outage, Clarke University has emergency generators that immediately provide power to operate the fire alarm, and emergency lighting in the following buildings:

Mary Benedict Hall Mary Josita Hall Wahlert Atrium Facilities Management Keller Computer Center

To report a power outage call Clarke security at X6393.

Keep flashlights and batteries in key locations throughout your work areas.

Elevators will not work if there is a power outage and the generators will not provide power to them. Check elevators for people inside and call security for assistance in getting them out of the elevator.

Major campus-wide outage:

- Remain calm.
- Follow directions from university officials.
- If evacuation of a building is required, follow the evacuation procedure documents posted throughout campus.
- Laboratory personnel should secure all experiments and unplug electrical equipment prior to evacuating. All chemicals should be stored in their original locations. If safe to do so, provide natural ventilation by opening all windows and/or doors. If this is not possible, or natural ventilation is inadequate, evacuate the laboratory until the power is restored.
- Do not light candles or other type of flame for light or heat.
- Unplug all electrical equipment (including computers) and turn off light switches.
- Facilities management will turn off all equipment necessary prior to power being restored.

If people are trapped in an elevator:

- Tell passengers to stay calm and that you are getting help. Instruct passengers to pick up the emergency phone in elevator so they can provide direct information to the emergency responders.
- Contact Clarke security at x6393 for assistance in getting out of the elevator.
- Stay near passengers until assistance arrives, provided it is safe to stay in the building.

EVACUATION

In advance of an emergency, be aware of emergency preparedness documentation and information. Make every effort to be prepared. Learn where exits are located, and where the routes to those exits are located. Know which route to take and which exit to use if evacuation is necessary.

If time permits during an evacuation, and it is safe to do so, secure your workplace and take personal items.

Complete evacuation of the campus is not necessary in most emergencies. However, if there is a MAJOR incident, it may be necessary to relocate all college personnel to a safer location. If evacuation from campus is required, you will be notified by university officials of the evacuation re-location.

Evacuation from a building:

If you are notified to evacuate a building verbally by a person in authority, by an audible signal such as a fire alarm, or other electronic means (emergency mass notification), evacuate immediately following these procedures:

- Remain calm and do not panic.
- If time permits and you can do so safely, lock your office or work area.
- Use the closest exit route that is not involved in the emergency.
- Walk, do not run.
- Do not use elevators.
- Assist people with special needs as indicated by that person, or direct to the nearest stairwell.
- Contact Clarke security at x6393 for assistance.
- Do not hesitate to call 911 if emergency services are needed.
- Gather outside and move at least 50 feet from the building.
- Keep the street, sidewalks, and other areas clear for emergency services.
- Your supervisor/building captain will take roll and account for all personnel to the extent possible.
- DO NOT re-enter the building, even if you know someone is still inside. Alert campus officials or emergency services of this situation.
- DO NOT return to the building until you are advised that it safe to do so.

“In-Place” evacuations:

In some instances, it is safer to evacuate “in-place” than it is to leave a building, e.g.:

- If smoke or fire is immediately outside your room.
- If live electrical wires prohibit access to the exit.
- If individuals with mobility disabilities are above or below ground floors.
- If the hazard is fire or smoke, see “FIRE” section of this guide.

If you are unable to evacuate, attempt to notify emergency personnel. Call 911 and tell them your name, your location, that you are unable to evacuate, and why you are unable to evacuate the building. Follow directions of the 911 operator. Or, attempt to notify someone of your situation and location in order for them to notify emergency personnel.

On-campus staging areas:

After the initial evacuation, you will be required to move to a staging area. You will be notified where staging areas are located and additional information will be distributed as it becomes available.

PERSONAL THREAT OR ASSAULT

Personal threat or assault includes threatening behavior that is deemed threatening or harmful by another individual(s).

Stalking:

- If not an emergency contact Clarke security for assistance at X6393.
- If this is an emergency, call 911 and Clarke Security. Seek the safety of others.
- Do not confront alleged stalker.
- Take note of physical characteristics and other identifiers of the suspect that you can report to the Dubuque Police Department and Clarke security

Assault:

- Call 911 and Clarke security.
- Remain with victim until emergency assistance arrives provided it is safe to do so.
- If possible, attempt to get victim to a safe place.

Civil Disturbance:

Civil disturbances include riots, demonstrations, threatening individuals, crimes in progress or assemblies that have become significantly disruptive.

- Call 911
- Avoid provoking or obstructing demonstrators.
- Secure your area (lock doors, safes, files, vital records and expensive equipment).
- Avoid area of disturbance.
- Continue with normal routines as much as possible.
- If the disturbance is outside, stay away from doors or windows. **STAY INSIDE!**
- Prepare for evacuation or relocation.

SEVERE WEATHER

Severe weather shelter area:

Know in advance where the SEVERE WEATHER SHELTER AREAS are located in the building you are in. Signs are posted in the shelter areas. If a large group will be on campus and there is a threat of severe weather, make arrangements in advance as to where the evacuation site(s) will be. If you must evacuate to your shelter area, and it is safe to do so, secure your office or work area before you leave. Stay in your shelter area until you are advised by university officials, that it is safe to leave. If your shelter area does become unsafe, you may need to evacuate to another area on your own.

Tornado:

A TORNADO WATCH means that conditions are favorable for tornados and severe thunderstorms in and close to the watch area. Be prepared to seek shelter if the watch is upgraded to a warning.

A TORNADO WARNING is an URGENT announcement that a tornado has been reported and warns you to take immediate action to protect life and property. You may receive this warning electronically, (TV/Radio, computer), verbally by Clarke personnel, or by phone. You may hear the outdoor warning sirens for the City of Dubuque.

Note: The outdoor warning sirens are designed to alert people who are outside, and are not intended to alert people inside buildings.

Indoors:

- Stay indoors. Do not exit building or use elevators. You could be trapped in them if the power is lost.

- Immediately go to the designated severe weather shelter area in your building. Stay there until the all clear is given to you by appropriate University authority.
- If unable to get to a designated shelter area:
- Go directly to an enclosed, windowless area in the center of the building, corners or building support columns are best. Avoid middle of exterior walls.
- Stay away from all windows and large glass objects.
- Crouch down and cover your head. Interior stairwells are usually good places to take shelter, and if not crowded, allow you to get to a lower level quickly.
- Avoid being underneath heavier objects such as lights, wall hangings and other items that may fall.
- Remain inside until tornado has passed or you are cleared to leave.
- Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby.
- Help direct people with special needs to a safe place, if necessary.
- If instructed to evacuate, follow the evacuation procedure documents posted throughout campus.

Outdoors:

- Move away from trees, buildings, walls and power lines.
- Seek the lowest possible ground, i.e. ditch, small trench. Lying flat in a ditch or low-lying area may be the only thing available. Note: Never enter an opening or trench where a “Cave in or Flooding” may be possible.
- Stay away from power lines and puddles with wires in them, they may be “Live.”
- Do not use matches or lighters, in case of leaking gas pipes or fuel tanks.
- Remain in position until “noise and high winds” have stopped.
- Do not enter any building that is deemed or looks unsafe.
- To the extent possible, university officials will provide instructions for immediate actions by means of door-to-door alerting, fire alarms or bullhorns.

Thunderstorms and Microbursts:

Indoors:

- Stay indoors. Do not exit building or use elevators. You could be trapped in them if the power is lost.
- Stay away from all windows and large glass objects.
- Crouch down and cover your head. Interior stairwells are usually good places to take shelter, and if not crowded, allow you to get to a lower level quickly.
- Avoid being underneath heavier objects such as lights, wall hangings and other items that may fall.
- Remain inside until storm has passed or cleared to leave.
- Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby.
- Help direct people with special needs to a safe place, if necessary.
- If instructed to evacuate, follow the evacuation procedure documents posted throughout campus.

Outdoors:

- Move away from trees, buildings, walls and power lines.
- Seek the lowest possible ground, i.e. ditch, small trench. Lying flat in a ditch or low-lying area may be the only thing available. Note: Never enter an opening or trench where a “Cave in or Flooding” maybe possible.
- Stay away from power lines and puddles with wires in them, they may be “Live”.
- Do not use matches or lighters, in case of leaking gas pipes or fuel tanks.
- Remain in position until “noise and high winds” have stopped.
- Do not enter any building that is deemed or looks unsafe.
- University officials will provide instructions for immediate actions by means of personal alerting or bullhorns.

Hail:

- Seek protective shelter immediately.
- Remain indoors or under protective shelter until hail has stopped, usually 5-10 minutes.

Lightning:

- Seek protective shelter immediately.
- If outdoors, do not stand underneath tall isolated objects. Avoid projecting above the surrounding landscape. Seek shelter in a low area under a thick growth of small trees. In open areas, seek low areas such as a ravine or valley.
- Get off or away from open water as well as metal equipment or small metal vehicles such as motorcycles, bicycles, golf carts, etc. Stay away from wire fences, clotheslines, metal pipes and rails. If you are in a group in the open, spread out, keeping people several yards apart.

REMEMBER – lightning may strike some miles from the parent cloud. If you feel your hair stand on end, lightning may be about to strike you. Drop to your knees and bend forward, putting your hands on your knees. Do not lie flat on the ground.

Severe Weather Shelters

If you must evacuate to your shelter area, and it is safe to do so, secure your office or work area before you leave.

Admissions:

Room 126B and the elevator vestibule area between 126A and 126B. If admissions has too many people for these areas, the west end of the library basement can be used.

Atrium, Haas Administration, Jansen Music Hall:

Lower level hallway from the elevator past the Music Lab, women's and men's restrooms, and the stairwell at that location. The end of the hallway exits the hallway to a large underground vestibule area which can also be used. This vestibule can also be accessed from outside near the chiller pits.

The following rooms are locked, but can also be used if someone is available with a key to unlock them: men's and women's dressing rooms, percussion alley, storage area behind and ramps on each side of lower level of Jansen Music Hall.

Chapel:

The ground floor level of the stairwell in the Chapel. See "Atrium" for additional space.

Catherine Byrne Hall:

Lower level hallway, entire length (Not the stairwell by the dock door), laundry room at the east end of hallway (G29), Gross Anatomy hallway and locker rooms (G21).

If the door to the housekeeping storage area at the west end of the hallway (G10) is unlocked, this area can be used.

Catherine Dunn Apartments (CDA):

Ground floor, laundry room (close hallway door), study rooms, hallway from elevator vestibule to the area of G04. The ground floor level of the stairwell by G04. If a key is available, the mechanical room can be used.

Eliza Kelly Hall (EKH):

Ground floor, center hallway the entire length of EKH. But, DO NOT stand in doorway areas where there are no doors that lead to the rooms along the outside wall of EKH.

Kehl Center:

Men's, women's, and visitor's locker rooms. Hallway between coaches and women's locker rooms. If unlocked, the coaches locker rooms.

Keller Computer Center (KCC):

If the Facilities Management building is open (lower level of KCC), use the break room area and hallway adjacent to the break room.

If facilities is closed, and if time permits, exit to the Atrium for shelter. See Atrium shelter areas. To shelter in place in the KCC, use the hallway along the Main Frame Room and the restroom at the end of the hallway.

Library:

West basement of the library in the room where the elevator is located.
If needed the men's and women's restrooms on the first floor can be used.

Mary Benedict Hall (MBH):

Men's and women's restrooms lower level across from the Lion's Den.

Ground floor hallway from the elevator to the MBH laundry room. NOT the laundry room. Close hallway doors to the laundry room and leading to the dock area. If a key is available, the MBH Trunk Room can be used.

Mary Francis Hall (MFH):
West Letter Wing hallway.

If the Stoltz Wing is open on the ground floor, use the hallway between the mechanical room and storage room G37. Men's and women's restrooms and copy machine room.

If a key is available to the basement of MFH, this area can be used.

If the Kehl Center is open and time permits, shelter in the Kehl Center. (See Kehl Center).

Mary Josita Hall (MJH) Hallway on the ground floor of MJH from the ATM machine to the tunnel leading to MBH, but NOT the tunnel area. Along this hallway there are some areas where there is glass or there is no door between the hallway and the outside wall of the building. Do not stand in these areas.

Use the lower level of the stairwell located by the kitchen dock. Basement of MJH by the kitchen elevator.

If someone is available with a key to unlock doors. The housekeeping storage area in the basement of MJH can be used.

Physical Activity Center (PAC):
See Kehl Center for shelter area.
The lower level stairwell between the Fitness Center and the theater can also be used.

Student Activity Center (SAC):
See Kehl Center for SAC shelter areas. If a key is available, the basement of MFH can be used.

Terence Donaghoe Hall (TDH):
Make-up room in the basement. Lower level of the stairwell between TDH and the PAC. Large groups could be evacuated to the Kehl Center.

STAY IN YOUR SHELTER AREA UNTIL YOU ARE ADVISED BY UNIVERSITY OFFICIALS, THAT IT IS SAFE TO LEAVE. IF YOUR SHELTER AREA DOES BECOME UNSAFE, YOU MAY NEED TO EVACUATE TO ANOTHER AREA ON YOUR OWN.

FLOODING

Because of the geographic location of Clarke University, major flooding is a remote possibility. Minor or area flooding of the campus is a more likely scenario. This could be the result of major, multiple rainstorms, or a water line break. In the case of imminent weather-related flooding, university officials

will monitor the National Weather Service and other emergency advisories to determine necessary action.

In cases of water line or water main failure, affected areas of campus will be evacuated as needed. In most cases, Student Life, Facilities Management and or Safety & Security will determine the appropriate level of evacuation.

Remember water and electricity do not go well together. If it is unsafe for you to be in a flooded area you need to safely evacuate on your own.

Notify Clarke security for any flooding situation at X6393.

If you are evacuated from your building, do not return to your building unless you have been instructed to do so by appropriate university officials.

EARTHQUAKE

Remain calm and alert; listen for information and instructions from emergency crews and/or local officials.

Indoors:

- Stay indoors; do not exit building or use elevators.
- Take cover underneath table, desk, or doorway, if possible.
- Stay away from all windows and large glass objects.
- Avoid being underneath heavy objects such as lights, wall hangings, or other items that may fall.
- Help direct people with special needs to a safe place, if necessary.
- Wheelchair-bound individuals should lock brakes.

Outdoors:

- Move to an area away from trees, buildings, walls, and power lines.
- Drop to knees and get into a fetal position, close your eyes, and cross your arms over the back of your neck for protection.
- Remain in position until shaking has stopped.

After shaking stops:

- Do not use cell phones, except to report serious injuries.
- Assist in the building evacuation of people with special needs, if safe to do so.
- For news, updates, and instructions, tune into to your preferred means of news-gathering. (phone, tv, radio, etc.)
- Be prepared to evacuate if instructed to do so. The decision to evacuate from campus will be based on the severity of the earthquake and damage to buildings.

- University officials will provide instructions for immediate actions by means of campus-wide text/email/phone call, door-to-door alerting, fire alarms, or bullhorns.
- If evacuation is required, follow the evacuation procedure documents posted throughout campus. Do not enter any building that is deemed unsafe, or looks unsafe.

MAJOR ACCIDENTS

Aircraft accident:

When a private or commercial aircraft is involved in an accident, the Federal Aviation Administration (FAA) is the agency of jurisdiction. Subsequently, no one will be permitted near the aircraft. Smoke from a burning aircraft is very toxic and should be avoided. If an aircraft incident occurs on the campus, evacuation procedures will begin in the surrounding area.

If you witness an aircraft accident:

- Call 9 1 1 .
- Notify the operator of the accident location, the number of casualties (if known), any structures affected, and any other information they request.
- If the crash scene is close to your building, notify your supervisor or appropriate university official, and evacuate if smoke from the crash scene moves in your direction.
- DO NOT approach a downed aircraft. The responding fire department has equipment and personnel that are trained for such incidents.

If you witness a motor vehicle accident involving injuries:

- Call 911 immediately and remain on the scene until released by paramedics and police.
- Advise the operator of the number of injured and their injuries.
- Look for hazards that could affect you or responding emergency personnel (fuel, chemicals, etc.) and report them to the 911 operator.
- DO NOT attempt to move the injured unless it is more dangerous to leave them where they are, i.e.: car fire.
- Attempt to keep the victims calm and reassure them that assistance is on the way.
- Notify emergency personnel of the number of injured and their locations