



EMERGENCY RESPONSE PROCEDURES



This booklet contains quick reference guidelines to assist the university community in reporting and responding to emergency situations. If you consider a situation to be an emergency, follow these guidelines.

Take a few minutes to review this information. **Questions?** Contact the Director of Campus Safety at **913-240-0875**.

USM Campus Safety 913-683-5201 Leavenworth Police, Fire, and Ambulance 911

MEDIA **RELATIONS**

Crisis Guidelines

- Only authorized spokesperson(s) of the university will meet or talk with the media.
- All university personnel are to report media questions to USM's Marketing Office at **913-758-6329**.
- University personnel are not to speak to outsiders, especially the media, on behalf of the university.

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MEDIA RELATIONS

EMERGENCIES OCCURRING OFF CAMPUS

If you are at a USM off-campus event or on a campus other than the Main Campus, and you encounter an emergency situation, you should call **911**, and follow directions provided by the venue of the event you are attending.

Contact Campus Safety at **913-683-5201** when it's safe. Provide Campus Safety your location and situation. You will be given advice on how to proceed safely.

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EMERGENCIES OCCURRING OFF CAMPUS

ALCOHOL POISONING

Critical Signs and Symptoms

- Mental confusion, stupor, coma, cannot be roused
- Vomiting
- Seizures
- Slow breathing (less than eight breaths per minute)
- Irregular breathing (ten seconds or more between breaths)
- Hypothermia (low body temperature), bluish skin color, paleness

Remember: The person passed out could die.

If you suspect someone has alcohol poisoning:

- Do not wait for all symptoms to appear.
- Call **911** if there is any suspicion of alcohol poisoning.

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ALCOHOL POISONING

ASSAULT

If you have been assaulted, physically or sexually, you should:

- Get medical help right away. You have the right to report the assault to local, civil, or criminal authorities.
- If you were sexually assaulted, do not shower or clean yourself in any way. Physical evidence can be gathered up to 72 hours after an assault.
- Consider meeting with a representative from the Office of Student Life.

Consider who can provide on-campus assistance, counseling, or both:

- Police can provide victim assistance—both support and counseling.
- If you live in Leavenworth County, and do not report the incident to police, you can seek victim assistance from the Alliance Against Family Violence (aafv.net) or call AAFV's Confidential 24-hour Crisis Line for help at **913-682-9131**, toll free **1-800-644-1441**.
- If you live outside of Leavenworth County, call the Kansas Crisis Hotline at **1-888-644-1441**.

Faculty or staff: If someone reports an assault to you, you should:

- Notify Campus Safety immediately. If the victim needs medical help, call **911**.
- Meet with Student Life or other university personnel.

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ASSAULT

EVACUATE THE BUILDING

Evacuate the building when the alarm sounds, or when notified by **USM Campus Safety** or emergency personnel.

Follow these guidelines:

- Flee through the nearest marked exit, and advise others to do the same. Do not use elevators during emergency evacuation.
- Proceed to a clear area that is at least 500 feet away from the affected building.
- If a student has a disability prohibiting him/her from using the stairs, the faculty member instructing the class or leading the activity **is responsible** for alerting emergency personnel to the location of the student.
- If it is an employee who cannot evacuate, the employee's supervisor **is responsible** for getting the employee to a stairwell and notifying emergency personnel.

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BUILDING EVACUATION

BOMB THREATS

ALL BOMB THREATS MUST BE TREATED AS REAL UNTIL PROVEN OTHERWISE to ensure the safety of faculty, staff, students, and the general public.

Building evacuation will be determined by emergency personnel or USM Campus Safety. The procedures described below should be followed whether or not the bomb threat appears real.

Received by phone, ask:

1. Where is the bomb located?
2. When is the bomb going to explode?
3. What kind of bomb is it?
4. What does it look like?
5. Why did you place the bomb?



Record the following information.

1. Time of call
2. Date of call
3. Caller I.D. on display
4. Exact words the caller used
5. Male or female voice
6. Background noises

Suspicious object discovered, you should:

- Not touch or move the object.
- Evacuate the immediate area.
- Notify Campus Safety, and wait for further instruction.

What happens next?

- Leavenworth Police and USM Campus Safety will interview the individual who received the threat.
- Police and/or Campus Safety will search the building.
- An evacuation may take place, or an "all clear" will be given.

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BOMB THREATS

CRIMINAL BEHAVIOR

Reporting Crimes in Progress to the Police or USM Campus Security

You should include:

- Nature of the incident and if the incident is still in progress.
- The location.
- Description of person(s) involved.
- Weapons involved.
- Vehicle description and license plate number, if applicable.
- Direction of travel when last seen.

Reporting Crimes Already Occurred

Call USM Campus Security. You should include:

- A description of property.
- A description of any suspects or witnesses.

Crime Prevention Tips

- Always lock your office, room, and car door(s) when you leave—even if it's just for a few minutes.
- Avoid walking or jogging alone.
- Avoid poorly-lit areas.
- Be alert to your surroundings.
- Do not leave keys or valuables in plain view.
- Never leave laptops, book bags, purses, iPads, or iPods unsecured or unattended.

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CRIMINAL BEHAVIOR

CHEMICAL SPILL

Hazardous Chemical Spills Posing a Threat

- Evacuate the building.
- Notify USM Campus Safety at **913-683-5201**, and provide:
 1. Room number
 2. Type of accident
 3. Chemical(s) involved

Emergency personnel will be notified.

Chemical Spills Not Posing a Threat

- Attempt to confine the spill.
- Notify USM Campus Safety at **913-683-5201**, and provide:
 1. Room number
 2. Type of accident
 3. Chemical(s) involved

If you have been in contact with the chemical:

- Remove contaminated clothing.
- Rinse contact areas with large amounts of water.

Biological (Blood) Spills

Facility personnel trained in "spill cleanup" should follow established protocols.

- Wear disposable gloves, and absorb fluids using blood spill kit.
- Clean area of all visible fluids with soap and water.
- Decontaminate area with an appropriate disinfectant (bleach).
- Place all disposable materials into a leak-proof plastic bag.

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CHEMICAL SPILL

ACTIVE SHOOTER

Active Shooter *Outside Your Building*

- Lock doors. If necessary, barricade the door(s) to your room.
- Close and lock all windows.
- Turn off all lights.
- Lie down on the floor, away from doors and out of view from windows.
- Call **911**. Tell the dispatcher what is happening and your location.
- Remain in place until law enforcement advises you that it's safe to leave.

Active Shooter *Inside Your Building*

- Flee the area safely, if possible. If not, use the guidelines above.
- Silence your electronic devices, and hide if you cannot flee the area.

Active Shooter Comes Into Your Class or Office

- If hiding or fleeing is impossible, attempt to negotiate with the individual.
- Force is a last resort.
- Remain in place until law enforcement advises you it is safe to leave.
- **Remember**, there may be more than one shooter.

Armed Individual or Active Shooter *On Campus*

- Get to a safe place, and call **911**.
- Move away from the dangerous situation.
- Alert other pedestrians in the area of the danger.

Law Enforcement Arrives

- Do not run towards an officer.
- Keep your hands up and in view.
- Do not pick up the shooter's dropped gun or weapon.

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ACTIVE SHOOTER

FIRE

- Activate the alarm pull station.
- Evacuate the building. Do not use elevators.
- Call **911** and Campus Safety from a safe location. Give details of fire location.
- Do not reenter the building until advised by emergency personnel.
- Avoid smoke and fumes (stay low).

If you are trapped on a floor, you should:

- Place an article of clothing outside or in the window (if available) as a marker for emergency personnel. If there is no window, stay low.
- Shout at irregular intervals to alert emergency personnel of your location.
- Keep door closed if it is warm to the touch, while also stuffing the cracks to slow the entry of smoke into your room.
- If you are unable to safely navigate the stairs due to a disability, go to the nearest stairwell, and wait for assistance from emergency personnel. Advise those passing you to let emergency personnel know of your location.

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FIRE

MEDICAL EMERGENCY

Serious Injury or Illness

First, call **911**, and provide:

- Location.
- Type of injury, illness, or symptoms.

Call Campus Safety, and provide:

- Location.
- Type of injury, illness, or symptoms.

Do not attempt to move the injured person unless in a life-threatening situation.

Minor Injury or Illness

Call USM Campus Safety, and provide:

- Location.
- Type of injury, illness, or symptoms.

In the event of an injury or illness, there are basic first-aid kits located throughout the buildings. Building Coordinators are familiar with their locations and supplies. The kits contain basic personal protective equipment, dressings, sterile water, and CPR masks.

If the injured person needs help getting to a doctor's office or hospital—and it is not an emergency situation—faculty or staff can provide a ride. However, it's completely up to the faculty or staff member.

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MEDICAL EMERGENCY

MENTAL HEALTH

A psychological crisis exists when an individual is threatening harm to him/herself or others, or is out of touch with reality due to severe drug reaction or a psychotic breakdown.

Unusual or Potentially Dangerous Situations

- **Call Campus Safety.** Never try to handle a dangerous situation by yourself.
- Clearly state that you need immediate assistance. You should provide:
 - Your name.
 - Location.
 - The status and nature of the incident.

Reacting to Violent Situations:

- Call Campus Safety.
- Send positive body signals. Keep a positive posture and maintain eye contact.
- Do not touch or approach an individual who may become violent.
- Be in control of emotion. Do not get angry, and keep the person talking.
- Show concern, yet maintain a safe distance.

Reporting a Concern

If someone is behaving in a concerning manner, a “report of concern” can be made. The report will be reviewed by Campus Counseling and Campus Safety. The report can be anonymous or contact information may be included in case those reviewing the report have further questions.

Submit a report at stmary.edu/report.

Eliminate Opportunities for Violence

- Call Campus Safety to inform of all threats.
- Give yourself an out.
- Have a second person in the room.
- Stand behind a barrier.

Remember—if there is an immediate threat, call **911** and Campus Safety right away.

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MENTAL HEALTH

SEVERE WEATHER AND FACILITIES EMERGENCIES

Tornado Watch

Conditions exist for a tornado to develop.

- Keep an eye on the sky.
- Listen to media outlets for additional statements and warnings.

Tornado Warning

Tornado sighted or is strongly indicated by radar.

- Seek shelter immediately.
- Move to lowest-level interior hallway, away from windows and glass.
- Sit on the floor, and put your head in your lap. Cover head with arms and hands.

When a tornado warning is issued, Campus Safety and Facilities Personnel will alert classes and offices.

Shelter Locations on Campus

- USM tunnels are designated tornado-shelter areas. Access to the tunnels can be found on the ground floor of connected buildings.
- If access to the tunnels isn't possible, move to the building's lowest level. Take cover in an interior hallway, away from windows.

Additional Information and Procedures

Electrical and Light Failure

The natural lighting in the buildings may not provide sufficient illumination in hallways for safe exiting. It's best to have a flashlight available for emergencies. Emergency lighting is temporary and is not provided to continue building operations. Contact Campus Safety at **913-683-5201** with questions.

Elevator Failure

If you are trapped in the elevator, use the emergency phone in the elevator. If there is no phone within the elevator, turn on the emergency alarm (button on the front panel), which will signal for help. Contact Campus Safety at **913-683-5201**.

Plumbing Failure and Flooding

Contact Campus Safety at **913-683-5201** right away. Stop using all electrical equipment. Turn off the source of the flow of water (if possible), and/or move items to prevent additional damage.

Gas Leak or Smell of Gas

Stop all operations. Do not switch on lights or any electrical equipment. If lights are on, do not turn off. Leave the area immediately, and notify Campus Safety at **913-683-5201** right away.

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SEVERE WEATHER & FACILITIES EMERGENCIES

SUSPICIOUS PERSONS/ITEMS/LETTERS/PACKAGES

Report suspicious people/behavior to Campus Safety. Do not approach the suspicious person(s).

You should provide Campus Safety with:

- What the subject(s) is/are doing.
- The location.
- Physical and clothing descriptions of those involved.
- Vehicle description and license plate number, if applicable.
- Direction of travel when last seen.

If you receive a suspicious letter or package, do not panic. Call USM Campus Safety at 913-683-5201 right away.

- Do not open, even if it appears to be empty.
- Do not move. Isolate if possible—keeping others away.
- Do not clean, smell, or taste any substances on the letter or package.
- If possible, cover the letter or package with a trash can.
- If you were exposed to an unknown substance in the package, do not brush any substances off your clothing.
- Do not leave the area.

Emergency personnel will respond and barricade the area to minimize exposure to a hazardous letter or package.

Signs of a Suspicious Letter or Package

- No return address or restrictive markings such as “personal”
- Excessive tape
- Misspelled words or badly typed/written
- Unknown powder or substance—including oil stains, discoloration, or crystallization
- Excessive postage
- Strange odor
- Protruding wires

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SUSPICIOUS PERSONS/ITEMS/LETTERS/PACKAGES