



# **SOUTHWEST BAPTIST UNIVERSITY**

## **EMERGENCY PROCEDURES**

### **Introduction & General Information**

This guide is designed to be used as a reference source in the event of an emergency. All persons should be familiar with this guide in preparing for actual emergencies.

This guide is an abbreviated summary of the university emergency response policy. For detailed information, please refer to the Emergency Response Policy.

The director of safety and security has been appointed as the emergency management director for the university.

All emergencies should be reported to the safety and security department as soon as possible. Safety and security personnel are notified by local emergency response agencies when they are contacted.

SBU will cooperate with local emergency response agencies during emergency situations.

### **Reporting Emergencies / Telephone Numbers**

**To report an emergency, Call 911\*.**

In a non life-threatening event, agencies may be contacted at the following numbers:

Police 326-5298\*  
Fire 326-5252\*  
Ambulance 326-7000\*  
Safety & Security 328-1556\*

When calling 911:

- Stay calm. Speak clearly.
- Identify yourself, the location, and the nature of the emergency.
- Answer all questions in a quick and concise manner.

\* On some university phones 9 must be dialed first to obtain an outside line.

## **Media Communications**

The public relations department has been established as the media liaison for the university. All employees should refer media inquiries to the public relations department located in the Sells Administration Building.

In the event of an emergency situation, do not address the media until cleared to do so. This is to prevent misinformation and violation of confidentiality laws. Please refer media personnel to the public relations department. After doing so please notify the public relations office of the contact as soon as possible.

## **University Closing**

Official closing of the university for unscheduled reasons will be ordered only by the President's office.

If the university is closed during working hours, supervisors will give notice.

Notice of closing will be broadcast via the local media. The university cancellation line is: This number will give detailed information concerning the cancellation.

Regardless of the reason for closing, some employees will be expected to report to work. Please call the cancellation number or your supervisor for your status.

## **General Evacuation Procedures**

1. A building should be evacuated when an alarm sounds continuously and/or upon notification by safety and security or the building coordinator.
2. Be aware of all marked exits from your area and building. Know the routes out of the building.
3. If necessary or directed to do so, activate the building alarms. Caution: Some building alarms ring only in the building – you may need to notify safety and security or other outside agencies by phone.
4. When evacuating a building walk quickly to the nearest exit.
5. Assist those with special needs (i.e. handicapped) in exiting the building.
6. Once outside move to a safe location away from the building. **DO NOT REENTER THE BUILDING.**
7. Keep roads and sidewalks clear for emergency personnel.
8. Assist the emergency responders only if asked to do so or if you have important information to report.
9. Notify the building coordinator or safety and security of any persons believed to still be in the building.

## **Utility Failure**

Utility Failure may be electrical, water, gas (propane), telephone, heat and air conditioning. In the event that SBU loses utilities, follow the following procedures.

- Report the problem to the physical plant. If after hours, call safety and security.
- If the source of the problem is known report that as well.

- If the phone system is not functioning, the email system may still be working and may be utilized for communication.
- If the utility failure is the result of an emergency condition please follow the procedure for the specific emergency.

## **Earthquakes**

In the event of an earthquake:

- Stay calm and stay put.
- IF INDOORS: Stay indoors unless you are in immediate personal danger. Take cover under a desk or table, or brace yourself in a doorway. Stay away from windows. Protect yourself from objects that can fall on you or items that might shatter.
- IF OUTDOORS: Move to an open area away from overhead hazards, like power lines or trees. Stay away from buildings, as bricks, glass or other objects might fall on you. Stay away from parking lots. Cars might be thrown into you by the force of the earthquake.
- AFTER AN EARTHQUAKE: If significant damage is evident, evacuate the building and go to the designated assembly area for your hall. Wear sturdy shoes to protect your feet from broken glass. Do not use the telephone unless it is an emergency. Listen to radio for news. Do not use the elevators due to possible damage or aftershocks. In the assembly area, check in with the Hall Coordinator (or wait until your name is called) and wait quietly for further instructions. There may be one or more aftershocks. Be prepared for them.
- Students: Do not leave campus without notifying residential life staff.  
Employees: Do not leave campus without notifying your supervisor.

## **Severe Weather / Tornado**

In the event of severe weather conditions, you should monitor local weather. The department of safety and security will notify the campus of threatening weather when possible to do so.

You can monitor the weather on local television and radio stations. Other options include internet weather sites and NOAA weather radios.

- Tornado Watch means weather conditions are favorable to the formation of tornadoes.
- Tornado Warning means a tornado has been spotted either on radar or by an eyewitness.

In the event that a severe weather or tornado warning is issued:

- Stay calm
- Warn persons in your area of the threat
- Seek shelter and remain there until the threat is over
- Report any damages to safety and security as soon as possible.
- Evacuate any damaged structures

There is no safe place from a tornado. We recommend the following areas for shelters:

- Lowest level of the building
- Interior hallways, restrooms, or small classrooms away from windows and glass doors
- Avoid lobbies, atriums, large rooms, auditoriums, areas that could become wind tunnels
- If unable to seek shelter inside, lie flat in a ditch or low area covering your head, do not attempt to outrun a tornado

## Chemical / Hazardous Material Spill

It is the responsibility of faculty, staff, and students to know the proper procedures and precautions of the chemicals and material they work with.

Procedures for a chemical or hazardous material spill:

- Evacuate the immediate area. Make sure everyone has been alerted and has safely left the affected area. (This may include building evacuation)
- Seek or perform first aid.
  - Skin Contact: Assist the person to the sink or shower station flushing the area affected thoroughly and continuously for 15 minutes. Remove contaminated clothing.
  - Eye Contact: Assist the person to the eyewash station, water fountain or sink and flush the eyes thoroughly and continuously for 15 minutes.
  - Inhalation: Move the individual to fresh air. Do NOT perform mouth to mouth, as it will contaminate you.

NOTE: Refer to Material Safety Data Sheet (MSDS) for the proper method of clean up and treatment of injuries.

- Notify Safety and Security as soon as possible.
  - Report the chemical spilled, quantity, and location.
  - Retrieve the MSDS as soon as possible.
- Do not clean up the spill unless you have been trained to do so.

## Fire

Be prepared for fires. Know the location of the fire extinguisher, pull station, exits, and evacuation routes in your area. Training on the use of fire extinguishers is available through the department of Safety and Security.

In the event of a fire:

- Immediately sound the alarm and/or evacuate the area/building.
- Notify the fire department by calling 911.
- Notify Safety and security.
- Do not attempt to extinguish the fire unless it is safe to do so. Do not risk personal harm.
- When evacuating it may be necessary to crawl on hands and knees to avoid smoke. The safest air is generally 1-2 feet above the floor. If trapped inside call for help, open a window and notify those outside. Seal off the door and air vents if possible.
- Once outside, do not reenter the building until cleared to do so by fire department. Assemble at the designated area. Account for all persons known to have been inside the building.

To use a fire extinguisher:

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

## **Harassing / Obscene Communication**

### Phone Calls:

- If you receive a harassing phone call, hang up the phone quickly. Do not respond to the caller.
- When receiving threatening phone calls or persistent harassing calls, report the situation to safety and security immediately.
- If receiving harassing messages on voice mail, save the message(s) for evidence and report the incident to the safety and security department.

### Emails:

- Harassing emails should be reported to the safety and security department. This does not include spam mail.
- Save emails for evidence.
- For more information on stopping harassing emails, contact computer services.

## **Violent or Threatening Situation**

Workplace violence can happen at any time. In the event of violence or the threat of violence follow the following procedures.

### Threat of Violence:

- Any threat of violence needs to be reported to the department of safety and security. You may want to write down the information given for evidence.
- If the threat is of immediate danger call 911 and report the threat to the police first then to safety and security.
- Stay calm and do not provoke a response from the individual(s).

### Violent situation:

- Call 911 as soon as it is safe to do so.
- Notify Safety and security if possible.
- Remain calm and cooperative. Do not threaten or provoke the aggressor.
- Take shelter or leave the area quickly and quietly.
- Assist Police with information and follow their instructions.
- Write down as much information as possible about the incident. Do this as soon as possible.

## **Medical Emergency / First Aid**

### In the event of a medical emergency:

- Call 911. Identify where the person is specifically and what the situation is.
- Stay calm and speak clearly. Do not hang up until told to do so.
- Ask for help from qualified persons in the area.
- Notify Safety and Security when able to do so.

### If the Medical Event is Not an Emergency:

- If an Employee is injured, notify your supervisor immediately.
- If a Student is injured, notify the Campus Health Center at ext. 1888
- Perform First Aid only if qualified to do so. If possible, wait for professional medical response.

## Sexual Assault

In the event of a sexual assault, the victim should be aware of the following procedures:

- Report the incident to the following:
  - Bolivar Police; 345 South Main Avenue; #(417) 326-5298
  - A victim that is a student should inform the dean of students; Goodson Student Union; #(417) 328-1827 (A member of the residence life staff may serve as a liaison for a student/victim residing in a residence hall). Employees should inform one of the following designated “reporting officials”: president, provost, vice-president for administration, athletic director, and director of safety and security.
- Seek medical assistance (student health center: #(417) 328-1888) (Ambulance: #(417) 326-7000) (Citizen’s Memorial Hospital Emergency Room: #(417) 326-0301)
- Consider the importance of preserving evidence
- Seek counseling on or off campus (SBU Counseling Center: #(417) 328-1736)
- Consider pressing charges
- University officials will cooperate with local officials
- If the accused is a student, university disciplinary measures may also be taken at the appropriate time with both the accused and the accuser informed of the outcome.
- Consider requesting changes regarding academic and living situations. Changes will be made if requests are received that may be reasonably accommodated. Requests for changes should be addressed to the vice-president for student development.
- The accuser and accused are entitled to the same opportunities to have others present during a disciplinary proceeding.
- Both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense (the institution’s final determination and any sanction against the accused).
- Refer to the student guidelines and expectation section of the handbook to learn about discipline and sanctions related to sexual assault.

## Bomb Threat

SBU is not immune to bomb threats. Some threats may be made as pranks. All threats will be taken seriously. Upon receiving a bomb threat the department of safety and security, along with local law enforcement agencies, will evaluate the validity of the threat. Follow the steps below in the event of a bomb threat.

Phone Call:

- Try to obtain as much information as possible from the caller. Use the Bomb Threat Checklist on the next page.
- Notify Safety and Security immediately.
- If the threat is immediate, evacuate the building.

Suspicious Item:

- If you find a suspicious item, DO NOT TOUCH IT.
- Clear the area
- Call Safety and Security immediately.

# Bomb Threat Checklist

**Be Calm, Be Courteous, Listen, Do Not Interrupt.**

Exact words of the caller: \_\_\_\_\_

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Questions to ask:

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb right now? \_\_\_\_\_
3. What kind of bomb is it? \_\_\_\_\_
4. What does it look like? \_\_\_\_\_
5. Why did you place it? \_\_\_\_\_
6. Where are you calling from? \_\_\_\_\_
7. Who are you? \_\_\_\_\_

### Caller's Voice

Male	Female	Adult	Juvenile
Accent	Well Spoken	Irrational	Incoherent
Foul	Calm	Angry	Excited
Slow	Rapid	Soft	Loud
Laughter	Crying	Normal	Slurred
Nasal	Speech Impediment	Unusual Breathing	Raspy
Clearing Throat	Deep	High	Disguised
Cracking Voice	Familiar	Taped	Message Read

If the voice was familiar, who did it sound like? \_\_\_\_\_

Did the caller indicate knowledge of SBU?      Yes      No

If Yes, Explain: \_\_\_\_\_

### Background Sounds

Street Noises	Dishes	Voices	Aircraft
Music	House Noises	Motor	Long Distance
Quiet	Office Machinery	Animal Noises	Children
Static	Factory Machinery	Pa System	Other

Noise Description: \_\_\_\_\_

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date received: \_\_\_\_\_ Time Received: \_\_\_\_\_ Time Ended: \_\_\_\_\_

Insert Building Map Here