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MEDICAL EMERGENCIES

Alcohol/Drug Overdose

1. **Call 911**
 - a. Know the physical address of the building you are calling from
 - b. If outdoors, give address of the nearest building or nearest cross street
 - c. Send another to wait for rescue
2. **Call Campus Safety 403-3260**
 - a. Do not leave the victim alone
3. **Unconscious:**
 - a. Assure safety of self and others
 - b. Assure breathing and circulation
 - c. Place on their side and cover with blanket
 - d. Absent pulse and respiration, begin CPR; compression rate = 100 per minute, 30 compressions x 2-breaths
 - e. Acquire an Automated External Defibrillator, follow AED verbal instruction
 - f. After AED shock is delivered, begin CPR, stop only if AED instructs, person moves, or another rescuer takes over

Automated External Defibrillator (AED) locations:

Campus Safety	Health & Wellness Services
Abbot Pennings Hall of Fine Arts	Kress Inn
Schuldes Sport Center	Campus Center
Bemis Int'l Center	Schneider Stadium Locker Room
Michels Commons	Dudley Birder Hall

4. **Conscious:** Place person on their side (Recovery Position) if no spinal column injury is suspected
 - a. Cover person with blanket or coat
 - b. Monitor airway, breathing, and circulation
 - c. Calm and reassure victim
 - d. Stay with individual until medical personnel arrive
5. **Provide:** Emergency responders with as much information as possible

MEDICAL EMERGENCIES

Cardiac Arrest

1. Call 911

- a. Know the physical address of the building you are calling from
- b. If outdoors, give address of the nearest building or nearest cross street
- c. Send another to wait for rescue

2. Call Campus Safety 403-3260

- a. Do not to leave the victim alone

3. Unconscious:

- a. Assure safety of self and others
- b. Assure breathing and circulation
- c. Place on their side and cover with blanket
- d. Absent pulse and respiration, begin CPR; compression rate = 100 per minute, 30 compressions x 2-breaths
- e. Acquire an Automated External Defibrillator, follow AED verbal instruction
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4. **Conscious:** Place person on their side (Recovery Position if no spinal column injury is suspected)

- a. Cover person with blanket or coat
- b. Monitor airway, breathing, and circulation
- c. Calm and reassure victim
- d. Stay with individual until medical personnel arrive

5. **Provide:** Emergency responders with as much information as possible

MEDICAL EMERGENCIES

Choking

1. Call 911

- a. Know the physical address of the building you are calling from
- b. If outdoors, give address of the nearest building or nearest cross street
- c. Send another to wait for rescue

2. Call Campus Safety 403-3260

- a. Do not leave the victim alone

3. Unconscious:

- a. If the person loses consciousness, gently lay them flat on their back on the floor
- b. To clear the airway, kneel next to the person and put the heel of your hand against the middle of the abdomen, just below the ribs
- c. Place your other hand on top and press hard inward and upward five times with both hands
- d. If the airway clears and the person is still unresponsive, with no pulse or breathing, begin CPR, 30 compressions / 2 breaths
- e. Acquire an Automated External Defibrillator, follow AED verbal instructions
- f. After AED shock is delivered, begin CPR, stop only if AED instructs, person moves, or another rescuer takes over
- g. Prior to each set of ventilations, check for and remove any foreign object found in airway

4. Conscious:

- h. Ask "are you choking?"
- i. If person can cough or speak, calm, reassure, and observe only
- j. If person cannot cough, speak, or has a bluish tint in the area of the mouth and jaw, perform the **Heimlich maneuver**.
- k. **Heimlich Maneuver**
 - i. From behind person, wrap arms around waist. Make a fist, thumb-side down, and grasp your other hand just above the navel
 - ii. Press fist into stomach and give quick inward and upward thrusts until object is dislodged or person becomes unconscious (lower gently to floor and treat as unconscious person)
 - iii. Person must have a medical assessment after Heimlich by emergency responders and/or other medical personnel

MEDICAL EMERGENCIES

Communicable Disease

Outbreak: Numerous persons with similar symptoms over a short time

1. **Protect self and others from exposure;** masks, gloves and remove source, if known.
2. **Call Health and Wellness Services 403-3266** (8:00 am – 4:30 pm Monday - Friday) provide information
 - a. After hours call Campus Safety, they will contact the Sr. Director of Health & Wellness
3. **Call Campus Safety 403-3260**
Campus Safety to call:
 - a. Sr. Director Health and Wellness
 - b. VP of Mission and Student Affairs
 - c. Call Residential Education and Housing 403-3360 (8:00 am – 4:30 pm Monday - Friday)
 - d. After business hours call: Sr. Director of REH and Hall Director on-duty
 - e. Office of Communications
4. Refer all questions from staff, students, and parents to Health and Wellness Services.
5. Refer all questions from media to the Office of Communications.

MEDICAL EMERGENCIES

Food Borne Illness or Food Contamination

Symptoms: Abdominal muscle cramping, vomiting, diarrhea, and fever over a short time or notification from external source about contamination.

1. **Call Health and Wellness Services 403-3266** (8:00 am – 4:30 pm Monday - Friday)
 - a. After office hours call Campus Safety 403-3260
 - b. Health and Wellness Services to call VP of Mission and Student Affairs
VP for Mission and Student Affairs to call:
 - i. President
 - ii. VP for Business and Finance
VP for Business and Finance to call
 - Dining Services
 - iii. VP for Enrollment & Communication
VP for Enrollment & Communication to call:
 - Communications
 - iv. VP for Mission and Student Affairs to Call:
All other VP's
2. Remove source of contamination, if known.
3. Isolate area from general use.
4. Refer all questions from media to Office of Communications.
5. Refer all questions from staff, students, and parents to Health and Wellness Services.

MEDICAL EMERGENCIES

Major Injury (severe bleeding and/or fracture)

1. **Call 911**
 - a. Know the physical address of the building you are calling from
 - b. If outdoors, give address of the nearest building or nearest cross street
 - c. Send another to wait for rescue

2. **Call Campus Safety 403-3260**
 - a. Do not leave the victim alone
 - b. Campus Safety to call Housekeeping if bleeding is involved

3. **Assure Safety of yourself and others**
 - a. **Severe bleeding:**
 - i. Have victim apply direct pressure to wound
 - ii. If victim is unable to apply pressure, responder uses gloves or cellophane barrier to apply direct pressure with towel or gauze to the wound

 - b. **Manage shock:** Cover victim with blanket.
 - i. If no fracture or spinal injury suspected, lay victim flat and raise legs 6-10 inches
 - ii. Calm and reassure victim

 - c. **Fracture or spinal injury:**
 - i. Maintain victim in position found
 - ii. Move only if life is in danger
 - iii. If necessary to move, pad sides of fracture with towels and place limb on flat board to include joints at either end of fracture
 - iv. Manage shock by covering victim with blanket

MEDICAL EMERGENCIES

Minor Injury (slip, fall, minor cut)

1. **Call Campus Safety 403-3260**
 - a. During normal weekday business hours (8:00 am – 4:30 pm) patients are encouraged to use the campus Health and Wellness Center.

2. **After office hours** refer person to:
 - a. St. Vincent Hospital Emergency Department 433-0111
 - b. St. Mary's Hospital Emergency Department 498-4200
 - c. Bellin Hospital Emergency Department 445-7373
 - d. Aurora Bay Care Hospital Emergency Department 327-7240

MEDICAL EMERGENCIES

Seizure

Unconscious:

1. **Call 911**
 - a. Know the physical address of the building you are calling from
 - b. If outdoors, give address of the nearest building or nearest cross street
 - c. Send another to wait for rescue
2. **Call Campus Safety 403-3260**
 - a. Do not leave the victim alone
3. **During seizure:** protect person from injury
 - a. Remove objects around person
 - b. Do not constrain person during seizure
 - c. Do not put anything in person's mouth, before, during or after seizure
 - d. Protect from embarrassment; keep others away
4. **After seizure**
 - a. If pulse and respiration are absent, begin CPR; compression rate = 100 per minute, 30 compressions x 2-breaths
 - b. Acquire an Automated External Defibrillator, follow AED verbal instruction
 - c. After AED shock is delivered, begin CPR, stop only if AED instructs, person moves, or another rescuer takes over

Automated External Defibrillator (AED) locations:

Campus Safety	Health & Wellness Services
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Conscious

1. Ask about history of seizure; if no seizure history: Call 911; send another to wait for rescue.
2. Assist with getting to Health and Wellness Services or medical provider if no rescue call made.

Note: An individual suffering a seizure may show signs of oxygen deficiency (blue lips, and pale or bluish-gray facial skin). This usually improves after the seizure activity.

MEDICAL EMERGENCIES

Suicidal Threat

1. **Do not leave suicidal person alone** unless there is suspicion of a weapon.
2. **Call Counseling Center 619-5228**
3. **Call Campus Safety 403-3260**
4. **Calm, reassure, and listen** to person making threats.
5. **Remove any objects** that may be of harm to the victim or yourself.
6. **Follow Q.P.R. protocol** if trained, (booklet in front pocket of Red Binder)

MEDICAL EMERGENCIES

Suicide Attempt (Pills Taken or Physical Injury)

1. **Do not leave suicidal person alone** unless there is suspicion of a weapon.
2. **Call 911**
 - a. Know the physical address of the building you are calling from
 - b. If outdoors, give address of the nearest building or nearest cross street
 - c. Send another to wait for rescue
3. **Call Campus Safety 403-3260.**
 - a. Do not leave the victim alone.
Campus Safety to call:
 - a. Counseling Center **619-5228**
4. **Remove any objects** that may be of harm to the victim or yourself.
5. **Attempt to administer first aid if possible**
6. **Follow Q.P.R. protocol** if trained, (booklet in front pocket of Red Binder)
7. **Gather as much information** as possible and report to responders (type of pills, substance ingested, weapon used, etc.).

MEDICAL EMERGENCIES

Unresponsive Person

1. **Call 911**
 - a. Know the physical address of the building you are calling from
 - b. If outdoors, give address of the nearest building or nearest cross street
 - c. Send another to wait for rescue
2. **Call Campus Safety 403-3260**
 - a. Do not leave the victim alone.
3. **Unconscious:**
 - a. Assure safety of self and others
 - b. Assure breathing and circulation
 - c. Place on their side and cover with blanket
 - d. Absent pulse and respiration, begin CPR; compression rate = 100 per minute, 30 compressions x 2-breaths
 - e. Acquire an Automated External Defibrillator, follow AED verbal instruction
 - f. After AED shock is delivered, begin CPR, stop only if AED instructs, person moves, or another rescuer takes over

Automated External Defibrillator (AED) locations:

Campus Safety	Health & Wellness Services
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Michels Commons	Dudley Birder Hall

4. **Regains Consciousness:** Place person on their side (Recovery Position if no spinal column injury suspected).
 - a. Cover person with blanket or coat
 - b. Monitor airway, breathing, and circulation
 - c. Calm and reassure victim
 - d. Stay with individual until medical personnel arrive
5. **Provide:** Emergency responders with as much information as possible.

BUILDING EMERGENCIES

Bomb Threat

1. **Record as much detail as possible** (*see attached check list*)
2. **Call 911**
 - a. Know the physical address of the building you are calling from.
 - b. If outdoors, give address of the nearest building or nearest cross street.
 - c. Send another to wait for Police Department.
3. **Call Campus Safety – 403-3260**, Liaison to emergency responders and College officials
Campus Safety to call:
 - a. VP of Mission and Student Affairs
VP for Mission and Student Affairs to call:
 - i. President
 - ii. VP of Business & Finance
 - iii. VP of Academic Affairs
 - iv. VP of Advancement
 - v. VP of Enrollment Management & Communications
 - vi. VP and Chief Information Officer
4. **Decision to Evacuate:**
 - a. Bomb in your building.
 - i. Evacuate immediately, alerting others as you vacate
(Do NOT pull fire alarm).
 - b. Bomb not in your building
 - i. Wait for further instructions from campus authority or emergency responder **(Do not immediately evacuate).**
5. **Evacuation:**
 - a. If possible, make visual observations and report suspicious items as you leave the building
 - b. If requested, accompany and assist person(s) with disabilities who appear to need direction or assistance. If you are unable to assist alert emergency personnel to the location of any disabled person(s)
 - c. Take with you: essential personal items **ONLY**. Do not attempt to take large or heavy objects
 - d. Shut all doors behind you as you go
 - e. Once out of the building, move at least 500 feet away from the structure, meet in pre-determined area, or as instructed by emergency personnel
 - f. Do not re-enter building until cleared to do so by police or fire personnel

BOMB THREAT CHECKLIST

Telephone Procedures

DATE: ____ / ____ / ____ **TIME RECEIVED:** ____ : ____ **AM/PM**

CONCLUDED: ____ : ____ **AM/PM**

- REMAIN CALM, BE COURTEOUS, LISTEN TO, AND DO NOT INTERRUPT THE CALLER
- GET ATTENTION OF ANOTHER PERSON - GIVE NOTE SAYING "CALL POLICE/CAMPUS SAFETY- BOMB THREAT" 911
- IF YOUR PHONE HAS CALLER ID DISPLAY, RECORD NUMBER OF INCOMING CALL

- WRITE DOWN EXACT WORDS OF THE CALLER AND THREAT
- DON'T HANG UP THE PHONE. LEAVE LINE OPEN
- NOTIFY A SUPERVISOR

TRY TO KEEP THE CALLER ON THE PHONE AND TALKING BY ASKING THE FOLLOWING QUESTIONS:

1. WHEN WILL IT EXPLODE? AT WHAT

TIME? _____

2. WHERE IS IT LOCATED? WHAT FLOOR?

ROOM? _____

3. WHAT DOES IT LOOK

LIKE? _____

4. WHAT KIND OF BOMB IS

IT? _____

5. WHAT WILL SET IT

OFF? _____

6. WHY ARE YOU DOING

THIS? _____

7. WHO ARE

YOU? _____

8. ARE YOU AWARE THAT IT COULD KILL OR INJURE INNOCENT PEOPLE IN ADDITION TO THOSE YOU INTEND TO HURT?

DESCRIPTION OF CALLER (check all that apply)

Sex: Male _____ Female _____ Unknown _____ Approximate Age _____

Voice	Speech	Language	Behavior	Background Noises
<input type="checkbox"/> Clean	<input type="checkbox"/> Accented	<input type="checkbox"/> Educated	<input type="checkbox"/> Agitated	<input type="checkbox"/> Airport
<input type="checkbox"/> Distorted	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Foreign	<input type="checkbox"/> Angry	<input type="checkbox"/> Animals
<input type="checkbox"/> Loud	<input type="checkbox"/> Distinct	<input type="checkbox"/> Foul	<input type="checkbox"/> Blaming	<input type="checkbox"/> Baby
<input type="checkbox"/> Muffled	<input type="checkbox"/> Fast	<input type="checkbox"/> Intelligent	<input type="checkbox"/> Calm	<input type="checkbox"/> Birds
<input type="checkbox"/> Nasal	<input type="checkbox"/> Hesitant	<input type="checkbox"/> Irrational	<input type="checkbox"/> Fearful	<input type="checkbox"/> General Noise
<input type="checkbox"/> Pitch-High	<input type="checkbox"/> Lisp	<input type="checkbox"/> Rational	<input type="checkbox"/> Laughing	<input type="checkbox"/> Guns Firing
<input type="checkbox"/> Pitch-Med	<input type="checkbox"/> Slow	<input type="checkbox"/> Slang	<input type="checkbox"/> Nervous	<input type="checkbox"/> Gymnasium
<input type="checkbox"/> Pitch-Low	<input type="checkbox"/> Slurred	<input type="checkbox"/> Uneducated	<input type="checkbox"/> Righteous	<input type="checkbox"/> Machinery
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Stuttered	<input type="checkbox"/> Unintelligible	<input type="checkbox"/> Other:	<input type="checkbox"/> Music
<input type="checkbox"/> Raspy	<input type="checkbox"/> If Accented,	<input type="checkbox"/> If Foreign,		<input type="checkbox"/> Party
<input type="checkbox"/> Smooth	Describe:	Describe:		<input type="checkbox"/> Quiet
<input type="checkbox"/> Soft				<input type="checkbox"/> Restaurant
<input type="checkbox"/> Squeaky				<input type="checkbox"/> Talking
<input type="checkbox"/> Unclear				<input type="checkbox"/> Tavern/Bar
<input type="checkbox"/> Other				<input type="checkbox"/> Television
				<input type="checkbox"/> Traffic
				<input type="checkbox"/> Train
				<input type="checkbox"/> Typing
				<input type="checkbox"/> Water/Wind
				<input type="checkbox"/> Other:

Name Of Person Receiving
Call: _____

Phone Number Threat Was Received
On: _____

Name Of Possible
Suspect: _____

POLICE 911 (Emergency)
Campus Safety-403-3260

BUILDING EMERGENCIES

Chemical Spill

1. **Vacate the affected area** at once and, seal contaminated area off (close doors to room and place towels between bottom of door and floor. Close other doors as you vacate the area) to prevent further contamination
 - a. **DO NOT ALLOW RE-ENTRY TO THE CONTAMINATED AREA**
 - b. **Remove and leave contaminated footwear / clothing near contaminated area**

2. **Call 911**
 - a. Know the physical address of the building you are calling from.
 - b. If outdoors, give address of the nearest building or nearest cross street.
 - c. Send another to wait for Fire Department, Hazardous Material Team

3. **Call Campus Safety 403-3260** (Provide assistance to emergency responders and college officials)
Campus Safety to call:
 - a. Facilities Services On-call Phone
 - b. Chemical Hygiene Officer
 - c. VP of Mission and Student Affairs
 - d. Senior Director of Campus Safety
 - e. VP Enrollment and Communications (CENS Message)
 - f. Chief Information Officer and Information Technology on-call
 - g. VP of Finance
 - h. VP Academic Affairs
 - i. VP of Advancement
 - j. Critical Building Managers (GMS, Food Services, Health and wellness)
 - k. Building Contractors (i.e. Miron Construction)

3. **Evacuate building by alerting others as you vacate, Do Not Use Elevators.**
 - a. Accompany and assist person(s) with disabilities who appear to need direction or assistance. If you are unable to assist alert emergency personnel the location of any disabled person(s)
 - b. Take with you: essential personal items ONLY. Do not attempt to take large or heavy objects
 - c. Shut all doors behind you as you go
 - d. Once out of the building, move at least 500 feet away from the structure, meet in pre-determined area, or as instructed by emergency personnel
 - e. Contact your immediate supervisor of your whereabouts (accountability)

5. **Initial First Aid**
 - a. Refer to Safety Data Sheet (SDS) for first aid and safety instructions

BUILDING EMERGENCIES

Electrical Power Outage

1. **Call Facilities Services 403-3255** (6:30 am – 10:30 pm Monday – Friday)
2. **Campus Safety** (Liaison to emergency responders and college officials)
3. **After hours call Campus Safety 403-3260**
Campus Safety to call:
 - a. Facilities Services On-call Phone
 - b. VP of Mission and Student Affairs
 - c. Senior Director of Campus Safety
 - d. Chief Information Officer and Information Technology on-call
 - e. VP Enrollment and Communications (CENS Message)
 - f. VP of Business and Finance
 - g. VP Academic Affairs
 - h. VP of Advancement
 - i. Critical Building Managers (GMS, Food Services, Health and wellness)
 - j. Building Contractors (i.e. Miron Construction)
4. **Remain calm and stay where you are**
5. **Check all elevators** in your building to determine if anyone is trapped. If someone is if someone is trapped in an elevator call campus safety 403-3260
6. **Turn off all lights and electrical appliances including computers and printers** to eliminate overload when power is restored
7. **In the event of an extended power outage**, you will receive additional communication via the campus emergency notification system
8. **Keep refrigerator and freezer doors closed**, or transfer items to coolers if extended outage is expected
9. **Keep outside doors and windows closed** if an extended outage is expected.

***IMPORTANT: Emergency lighting and card access may only last one hour**

BUILDING EMERGENCIES

Elevator Malfunction

1. If a person is stranded in an elevator:

- a. Call Campus Safety 403-3260
Campus Safety to Call:
 - i. Facilities Services 403-3255
- b. Do not attempt to force doors open; remain calm
- c. Reassure stranded person(s) that the alarm has been noticed and help is coming.
Keep in contact until help arrives

2. If no occupants in elevator:

- a. Call Facilities Services 403-3255 (6:30 am – 2:30 pm Monday – Friday)
- b. After business hours, call Campus Safety 403-3260

BUILDING EMERGENCIES

Explosion

1. **Immediately take cover** under tables, desks or other objects which will give protection against falling glass and debris
2. **Activate the fire alarm** in the building
3. **Call 911**
 - a. Know the physical address of the building you are calling from
 - b. If outdoors, give address of the nearest building or nearest cross street
 - c. Send another to wait for Fire Department (if possible)
4. **Call Campus Safety 403-3260** (liaison to emergency responders and college officials)
Campus Safety to call:
 - a. Facilities on-call
 - b. VP of Mission and Student Affairs
 - c. Senior Director of Campus Safety
 - d. VP of Enrollment and Communications (CENS Messaging)
 - e. VP & Chief Information Officer and Information Technology on-call
 - f. VP of Business and Finance
 - g. VP Academic Affairs
 - h. VP of Advancement
 - i. Critical Building Managers (GMS, Food Services, Health and wellness)
 - j. Building Contractors (i.e. Miron Construction)
5. **Evacuate the building** by the nearest available exit, **Do Not Use Elevators**
 - a. Verbally alert others to evacuate
 - b. Listen for people who may be trapped in debris (report locations to firefighters).
 - c. Accompany and assist person(s) with disabilities who appear to need direction or assistance. If you are unable to assist alert emergency personnel the location of any disabled person(s)
 - d. Take with you: essential personal items ONLY. Do not attempt to take large or heavy objects
 - e. Shut all doors behind you as you go
 - f. Contact your immediate supervisor of your whereabouts (accountability)
6. **Do not** return to an evacuated building unless authorized by emergency personnel.

BUILDING EMERGENCIES

Fire

1. **Activate the nearest fire alarm. (R.A.C.E.).**
 - a. Rescue (those in immediate danger of the fire).
 - b. Activate (activate alarm pull stations).
 - c. Contain (contain the fire by closing doors as you leave the area).
 - d. Exit or Extinguish (exit quickly and safely, attempt extinguishment if fire is small and you are comfortable using a fire extinguisher).

2. **Call 911**
 - a. Know the physical address of the building you are calling from.
 - b. If outdoors, give address of the nearest building or nearest cross street.
 - c. Send another to wait for Fire Department.

3. **Call Campus Safety 403-3260** (Liaison to emergency responders and College officials)
Campus Safety to Call:
 - a. Facilities on-call
 - b. VP of Mission and Student Affairs
 - c. Senior Director of Campus Safety
 - d. VP of Enrollment and Communications (CENS Messaging)
 - e. VP & Chief Information Officer and Information Technology on-call
 - f. VP of Business and Finance
 - g. VP Academic Affairs
 - h. VP of Advancement
 - i. Critical Building Managers (GMS, Food Services, Health and wellness)
 - j. Building Contractors (i.e. Miron Construction)

4. **Evacuate the building** by the nearest available exit, **Do Not Use Elevators.**
 - a. Verbally alert others to evacuate.
 - b. Listen for persons who may be trapped (report locations to firefighters).
 - c. Accompany and assist person(s) with disabilities who appear to need direction or assistance. If you are unable to assist alert emergency personnel the location of any disabled person(s).
 - d. Take with you: essential personal items ONLY. Do not attempt to take large or heavy objects.
 - e. Shut all doors behind you as you go.
 - f. Once out of the building, move to a pre-determined location at least 500 feet from the structure or as instructed by emergency personnel. Keep streets and walkways clear for emergency vehicles and crews.
 - g. Contact your immediate supervisor of your whereabouts (accountability)

5. **Do not** return to an evacuated building unless authorized by emergency personnel.

BUILDING EMERGENCIES

Gas Leak

1. **Do not switch on/off lights** or any electrical equipment.
2. **Do not pull** fire alarm.
3. **Call 911**
 - a. Know the physical address of the building you are calling from.
 - b. If outdoors, give address of the nearest building or nearest cross street.
 - c. Send another to wait for Fire Department.
4. **Call Campus Safety 403-3260** (Liaison to emergency responders and College officials)
Campus Safety to Call:
 - a. Facilities on-call
 - b. VP of Mission and Student Affairs
 - c. Senior Director of Campus Safety
 - d. VP of Enrollment and Communications (CENS Messaging)
 - e. VP & Chief Information Officer and Information Technology on-call
 - f. VP of Business and Finance
 - g. VP Academic Affairs
 - h. VP of Advancement
 - i. Critical Building Managers (GMS, Food Services, Health and wellness)
 - j. Building Contractors (i.e. Miron Construction)
5. **Evacuate the building** by the nearest exit, **Do Not Use Elevators.**
 - a. Verbally alert others to evacuate.
 - b. Accompany and assist person(s) with disabilities who appear to need direction or assistance. If you are unable to assist alert emergency personnel the location of any disabled person(s).
 - c. Take with you: essential personal items **ONLY**. Do not attempt to take large or heavy objects.
 - d. Shut all doors behind you as you go.
 - e. Once out of the building, move to a pre-determined location at least 500 feet from the structure or as instructed by emergency personnel. Keep walkways clear for emergency crews.
 - f. Contact your immediate supervisor of your whereabouts (accountability)
6. **Do not return to an evacuated building** unless authorized by emergency personnel.

BUILDING EMERGENCIES

Tornado/Severe Weather

A **tornado watch/severe weather watch** means tornadoes are likely to develop.

A **tornado warning** means a tornado has been spotted in the immediate area.

Tornado sighting or warning

1. **Move to the lowest level** or to an interior hallway of the building quickly.
2. **Alert others in the building** to also move to a safe place.
3. **Stay away from windows** and areas with a large expanse of glass.
4. **Avoid auditoriums, gymnasiums,** and other large rooms with free-span roofs.
5. **Do not use elevators;** remain calm.
6. **Assist disabled to an interior hallway** away from windows and areas with a large expanse of glass if they cannot move safely to the lowest level.
7. **Protect your head and face.** If possible, get under a sturdy table or other structure.

Note: You will receive updates from the Campus Emergency Notification System.

DEATH OF A STUDENT ON CAMPUS

Primary Call Instructions:

1. **Call 911**; send another to wait for rescue.
2. **Call Campus Safety 403-3260** (Liaison to responders and V.P. as needed)
Campus Safety to call:
 - a. Sr. Director of Campus Safety
 - b. VP of Mission & Student Affairs
VP of Mission & Student Affairs to call:
 - i. Pastor of Old St. Joseph
 - ii. Campus Ministry
 - c. Counselor on Call
Counselor on call to call:
 - i. Counselors (as needed)
 - d. Sr. Director of Residential Education and Housing and Hall Director On-call
Hall Director On-call to call:
 - iii. Sr. Director of Residential Education & Housing
 - iv. Other Hall Directors (as needed)
 - e. VP for Enrollment Management & Communication

Secondary Call Instructions:

1. VP of Mission & Student Affairs (or Pastor of Old St. Joseph if VP of Mission & Student Affairs is not available).
 - a. Parent/Guardian
 - b. Closest Friends
 - c. Campus Ministry/Parish Teams
 - d. Norbertine Community (Abbot or Prior if appropriate)
2. VP of Mission and Student Affairs to also call;
 - a. President
 - b. Health and Wellness Services (if appropriate)
 - c. President's Cabinet (if appropriate)
 - d. Academic Advisor
 - e. Present Faculty
 - f. Other Areas of the College (e.g., International Center)
 - g. St. Norbert College Risk Manager
3. President
 - a. Trustees (if appropriate)
 - b. Family (at appropriate time)

Action Steps

1. Communication Office drafts internal and external messages.
2. Campus Ministry and Counseling Center plan prayer/support meeting.
3. Counseling Center plans support for first responders.
4. Counseling Center plans support for closest friends.
5. Campus Safety communicates with De Pere police and medical examiner (including release of reports).

DEATH OF A STUDENT AWAY FROM CAMPUS

Primary Call Instructions:

1. **Call Campus Safety 403-3260** (Provide assistance to V.P. as needed)
Campus Safety to Call:
 - a. VP of Mission & Student Affairs
 - b. Senior Director of Campus Safety
VP of Mission & Student Affairs to call:
 - i. Pastor of Old St. Joseph
 - ii. Campus Ministry
 - c. Counselor on Call
Counselor on Call to Call:
 - i. Counselors (as needed)
 - d. Sr. Director of Residential Education and Housing and Hall Director On-call
Hall Director on call to call:
 - i. Director of Housing Operations
 - ii. Other Hall Directors (as needed)
 - e. VP for Enrollment Management & Communication

Secondary Call Instructions:

1. VP of Mission & Student Affairs (or Pastor of Old St. Joseph if VP of Mission & Student Affairs is not available).
 - a. Parent/Guardian
 - b. Closest Friends
 - c. Campus Ministry/Parish Teams
 - d. Norbertine Community (Abbot or Prior if appropriate)
2. VP of Mission and Student Affairs (or Pastor of Old St. Joseph if VP of Mission & Student Affairs is not available) calls:
 - a. President
 - b. Health and Wellness Services (if appropriate)
 - c. President's Cabinet (if appropriate)
 - d. Academic Advisor
 - e. Present Faculty
 - f. Other Areas of the College (e.g., International Center)
 - g. St. Norbert College Risk Manager
3. President
 - a. Trustees (if appropriate)
 - b. Family (when appropriate)

Action Steps:

1. Communication Office drafts internal and external messages.
2. Campus Ministry and Counseling Center plan prayer/support meeting.
3. Campus offers support for closest friends.

DEATH OF AN EMPLOYEE ON OR AWAY FROM CAMPUS

Primary Call Instructions:

1. **Call 911 (if incident occurred on campus)**
 - a. Know the physical address of the building you are calling from.
 - b. If outdoors, give address of the nearest building or nearest cross street.
 - c. Wait for Police Department.

2. **Call Campus Safety 403-3260 (Liaison to responders and V.P. as needed)**

Campus Safety to call:

 - a. VP of Mission & Student Affairs
 - b. Senior Director of Campus Safety

VP of Mission & Student Affairs to call:

 - i. Pastor of Old St. Joseph
 - c. VP of Employee
 - d. Counselor On-call

Counselor On-call to call:

 - i. Counselor On-call calls other Counselors (as needed).
 - e. VP for Enrollment Management & Communications.
 - f. St. Norbert College Risk Manager (if death was a result of an industrial accident).

Secondary Call Instructions:

1. VP of Mission & Student Affairs (or Pastor of Old St. Joseph if VP of Mission & Student Affairs is not available).
 - a. Family
 - b. Co-workers
 - c. Norbertine Community (Abbot or Prior)
2. VP of Mission and Student Affairs (or Pastor of Old St. Joe's if VP of Mission & Student Affairs is not available).
 - a. President
 - b. Health and Wellness Services (if appropriate)
 - c. President's Cabinet (if appropriate)
3. President
 - a. Trustees (if appropriate)

Action Steps:

1. Communication Office drafts internal and external messages.
2. Campus Ministry and Counseling Center plan prayer/support meeting (if appropriate).

DEATH OF A FAMILY MEMBER OF A STUDENT OR EMPLOYEE

Primary Call Instructions:

1. **Call VP of Mission & Student Affairs:** (if no answer, call Campus Safety 403-3260).
VP of Mission & Student Affairs or Campus Safety to call:
 - a. Pastor of Old St. Joseph
 - b. Senior Director of Campus Safety
 - c. Counselor on Call (if appropriate)
 - d. Sr. Director of Residential Education and Housing and Hall Director On-call (if a student's family member)
Hall Director on Call to call:
 - i. Director of Housing Operations
 - e. VP for Enrollment Management & Communications

Secondary Call Instructions:

1. VP of Mission & Student Affairs (or Pastor of Old St. Joseph if VP of Mission & Student affairs is not available).
 - a. President
 - b. President's Cabinet (VP of employee; others as appropriate)
2. President
 - a. Trustees (if appropriate)

Action Steps

1. Communication Office drafts internal and external messages (when appropriate).
2. Campus Ministry and Counseling Center plan prayer/support meeting (when appropriate).

DEATH OF A VISITOR TO CAMPUS

Unresponsive Person:

1. **Assure safety** of yourself and others
2. **Call 911;**
 - a. Know the physical address of the building
 - b. If outdoors the physical address of the nearest building
 - c. Send another to direct police and rescue to the scene
3. **Call Campus Safety 403-3260;** do not to leave the victim alone
Campus Safety to call:
 - a. VP for Mission & Student Affairs (or Pastor of Old St. Joe's Church if VP of Mission & Student Affairs is not available).
 - b. Senior Director of Campus SafetyVP for Mission & Student Affairs to call:
 - a. President's Cabinet if appropriate
4. **Begin CPR if indicated;**
 - a. Check for pulse and respirations – absent
 - b. Begin compressions - Rate of 100 compressions per minute (30 compressions x 2- breaths)
 - c. Acquire an Automated External Defibrillator, follow AED verbal instruction
 - d. After AED shock is delivered, begin CPR, stop only if AED instructs, person moves, or another rescuer takes over

Automated External Defibrillators (AED). AED locations are:

Campus Safety	Health & Wellness Services
Abbot Pennings Hall of Fine Arts	Kress Inn
Schuldes Sport Center	Campus Center
Bemis Int'l Center	Schneider Stadium Locker Room
Michels Commons	Dudley Birder Hall

Secondary Call Instructions;

1. VP for Mission & Student Affairs (or Pastor of Old St. Joe's Church if VP of Mission & Student Affairs is not available).
 - a. President
 - b. President's Cabinet
2. President
 - a. Trustees (if appropriate)

Action Steps:

1. Communication Office drafts internal and external messages (when appropriate).

2. Campus Ministry and Counseling Center plan prayer/support meeting (when appropriate).

PERSONAL SAFETY

Abduction

1. **Call 911**
 - a. Know the physical address of the building you are calling from.
 - b. If outdoors, give address of the nearest building or nearest cross street.
 - c. Wait for Police Department.

2. **Call Campus Safety-403-3260** (Liaison to responders and V.P. as needed)
Campus Safety to call:
 - a. VP of Enrollment Management & Communication
 - b. Senior Director of Campus SafetyVP of Mission and Student Affairs
VP of Mission and Student Affairs to call:
 - i. Counselor on Call
 - ii. President
 - iii. VP of Academic Affairs
 - iv. VP of Business & Finance
 - v. VP of Advancement
 - vi. VP and Chief Information Officer
 - vii. VP of Enrollment and Communications
 - viii. Pastor of Old St. Joe's Church

PERSONAL SAFETY

Physical Assault

1. **Ensure the victim and you are safe.**
2. **Ensure the victim has been offered appropriate medical attention.**
3. **Monitor the victim for possible signs of shock symptoms due to injury.**
4. Depending upon the wishes of the victim, call one or more of the following: **(Let the victim know that he/she should ask anyone responding from the list below if they are mandated reporters, and thus may not be able to maintain confidentiality).**
 - a. Campus Safety – 403-3260
 - b. De Pere Police – 911 if emergency, 339-4078 if not an emergency
 - c. Counseling Center – 619-5228----**Non-Mandated Reporters**
 - d. Campus Ministry – 403-3014
 - e. Residential Life – 403-3360
 - f. Health and Wellness Center – 403-3266----**Non-Mandated Reporters**
5. **Obtain as much information** as possible regarding the offender(s).

Ask the victim for the name of a friend or trusted acquaintance that you could contact on their behalf for support and to be with them.

PERSONAL SAFETY

Hostage Situation

1. Call 911

- a. Know the physical address of the building you are calling from.
- b. If outdoors, give address of the nearest building or nearest cross street.
- c. Wait for Police Department.

2. Call Campus Safety – 403-3260 (Liaison to responders and college officials as needed)

Campus Safety to call the following;

- a. VP of Mission and Student Affairs
- b. Senior Director of Campus Safety

VP of Mission and Student Affairs to call:

- i. VP Academic Affairs
- ii. VP Enrollment Management & Communications (CENS Message)
- iii. VP Business and Finance
- iv. VP of Advancement
- v. VP and Chief Information Officer
- vi. President

PERSONAL SAFETY

Lockdown

1. **Call for a lockdown will be made by the College Administration or Campus Safety** who in conjunction with the Communications Department will activate the Campus Emergency Notification System (CENS) to notify the Campus Community of the situation.
2. **Move into the closest classroom, office or residence room** as quickly as possible.
3. **Lock the door**-if the door cannot be locked use whatever means possible to restrict entry to the room.
4. **Turn off lights.**
5. **Attempt to make the room look unoccupied.**
6. **Put all cell phones on silent**-use text messaging only to communicate.
7. **Remain in lockdown** even if you hear a fire alarm unless you see fire, smell smoke or you are directed to evacuate by College Administration, official safety personnel or by CENS.
8. **If applicable, follow “Run – Hide – Fight” protocol**

PERSONAL SAFETY

Missing Person

1. **Call Campus Safety – 403-3260** if a person is considered missing and/or endangered, or if any person receives information of a missing and/or endangered student, faculty, or staff member.
 - a. Campus Safety will initiate a missing student (persons) investigation following its “Best Practices Guidelines”.

PERSONAL SAFETY

Sexual Assault

1. **Ensure the victim and you are safe.**
2. **Ensure victim has been offered prompt appropriate medical attention.**
3. Depending upon the wishes of the victim, call one or more of the following: **(Let the victim know that he/she should ask anyone responding from the numbers below if they are mandated reporters, and thus may not be able to maintain confidentiality).**
 - a. Campus Safety – 403-3260
 - b. De Pere Police – 911 if emergency, 339-4078 if not an emergency
 - c. Counseling Center – 619-5228----**NON-Mandated Reporters**
 - d. Campus Ministry – 403-3014
 - e. Residential Life – 403-3360
 - f. Student Health Center – 403-3266----**NON-Mandated Reporters**
4. **Determine if the victim would like to see a S.A.N.E. (Sexual Assault Nurse Examiner) nurse.** If so:
 - a. The victim should not shower.
 - b. The victim should not change clothing. If clothing is changed, put clothing in a brown paper (not plastic) bag.
 - c. Assist in arranging or provide transportation to St. Vincent Hospital
5. **Ask the victim for the name of a friend or trusted acquaintance** that you could contact on their behalf for support and to be with the victim.
6. **Follow the instructions** included in the “Options Brochure” located in the front of this binder.

PERSONAL SAFETY

1. Threatening/Distressed or Violent Behavior

a. Call 911

- i. Know the physical address of the building you are calling from.
- ii. If outdoors, give address of the nearest building or nearest cross street.
- iii. Wait for the Police Department.

b. Call Campus Safety – 403-3260 (Liaison to responders and College officials)

Campus Safety to call:

- i. Counseling Center
- ii. VP of Mission and Student Affairs
- iii. Senior Director of Campus Safety

c. **Do not** confront the person or take any unnecessary risk.

d. **Do not** block the person's access to an exit.

e. **Obtain a good description** of the subject and subject's vehicle plate number if possible.

2. Suspicious/Inappropriate Behavior

a. Call Campus Safety – 403-3260

b. **Obtain a good description** of the subject and subject's vehicle plate number if possible.

EMERGENCY CAMPUS CLOSURE

Campus Closure for Flu/Pandemic

1. The decision to take action due to flu pandemic will be made by the President in conjunction with the VP of Mission and Student Affairs and the Sr. Director of Health and Wellness Services. In the absence of the President, the Dean of the College or VP of Mission and Student Affairs will make the decision.
2. The VP of Mission and Student Affairs will coordinate an emergency meeting of the President's Cabinet to discuss subsequent action.
3. If the President's Cabinet determines that further action is necessary, the VP of Mission and Student affairs will coordinate a meeting of the Pandemic Flu Assessment Team and further action will be taken in compliance with the Flu Pandemic action plan. The Sr. Director of Health and Wellness Services will serve as Chairperson of the Pandemic Flu Assessment Team.
4. In the event of a campus closure; notifications will be made via the Campus Emergency Notification System, Campus Information Line, and in person.

EMERGENCY CAMPUS CLOSURE

Campus Closure for Inclement Weather

1. The decision to close the College will be made by the President in conjunction with the VP of Mission and Student affairs. In the absence of President and/or the VP of Mission and Student Affairs, the Dean of the College or Senior VP will make the decision.
2. The Campus Emergency Notification System, College Information Line and local television / radio media will provide information on school closings and emergency information.
3. The decision not to open the College must be made prior to 6:00 a.m. The VP of Mission and Student Affairs will notify the following:
 - a. Campus Safety will update and include the information on the Campus Information Line system, and inform the College Information Desk. (403-4099)
 - b. VP for Academic Affairs and Dean of the College
 - c. VP for Business and Finance
 - d. VP for College Advancement
 - e. VP for Enrollment and Communications
 - f. Appropriate media outlets
4. During the regular workday, if a decision to close the College is appropriate the VP of Mission and Student Affairs will notify each member of the President's Cabinet.
 - a. Each member of the President's Cabinet will notify the department heads reporting to them.
 - b. The department heads will notify the employees in their units and the Associate Deans will notify the faculty members in their divisions.
 - c. Notifications will also be provided via the Campus Emergency Notification System and College's Information Line (403-4099).

EXTERNAL EMERGENCIES NEAR CAMPUS

Examples Include:

Nuclear Accident

Train Derailment

Terrorism

Hazardous Waste Spill

1. **Call Campus Safety 403-3260** (Provide assistance to responders and college officials as needed)

Campus Safety to call:

- a. Department of Facilities
- b. VP of Mission and Student Affairs
VP of Mission and Student Affairs to call:
 - i. President's Office
 - ii. VP of Student Affairs
 - iii. VP of Business & Finance
 - iv. VP of Advancement
- c. VP of Enrollment and Communications

2. **Emergency Management Team (EMT) will immediately gather in Room # 114 of Main Hall**

- a. EMT will, as quickly as possible, communicate information and plans to campus community.

TRAVEL EMERGENCIES

In the event of an emergency (such as accidents, assaults, hostage taking, death, emergent medical needs, terrorist acts, or any situation that would constitute an emergency) during any travel, please follow the calling procedures below:

1. Person in need of help, or designated person, should call the affected person's immediate supervisor, or the supervisor's back-up or other designated person
2. Supervisor to Call
 - a. Divisional VP
 - b. Campus Safety 403-3260
Campus Safety to call:
 - i. VP for Enrollment Management & Communications
 - ii. VP of Mission and Student Affairs
 - iii. Other VPs (as appropriate)
 - iv. Risk Manager