

EMERGENCY PROCEDURES GUIDE



BEMIDJI
STATE UNIVERSITY

Emergency Phone Numbers:

Fire, Police, Ambulance:	911 (<i>from campus phone 9-911</i>)
BSU Safety and Security:	218-755-3888 (<i>from campus phone 3888</i>)
BSU Physical Plant:	218-755-3988 (<i>from campus phone 3988</i>)

Flip cover for 911 address and building specific information



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General Emergency Procedures

- Always protect yourself first.
- Protect and warn others to the best of your ability.
- Call **911** (**9-911** if using a campus phone) and/or BSU Security and Safety, **218-755-3888** (3888 if using a campus phone).
 - State the emergency.
 - Give building's E911 address (*listed on the inside cover of this guide*).
 - Give the exact location of the emergency in the building.
- Initiate and/or follow your building's emergency plan.

Blue Light Phone System

An emergency blue light phone system is installed on campus to make the reporting of serious incidents easier and quicker. To report an emergency, crimes in progress or a suspicious person/incident, simply push the button which will then ring into the Department of Security and Safety dispatcher. Please stand near the phone until the dispatcher has started communication with you. If your physical safety is in danger, please activate the phone and locate to a safe place. Once a phone has been activated, an officer will be summoned to that phone's location. *Use of the Code Blue Emergency Phone Stations should be limited to emergency situations only.*

Information about campus emergency procedures can be found on the BSU Security and Safety Web site at:
<http://www.bemidjistate.edu/about/security/>

GENERAL EMERGENCY PROCEDURES

Fire or Smoke

If fire or smoke is observed:

- Immediately activate the fire alarm, if it is not already sounding.
- Call **911 (9-911 if using a campus phone)** and/or Security, **218-755-3888 (3888 if using a campus phone)** or have someone make that call.
- Activate the Building Emergency Plan and begin an external evacuation.
- If a fire extinguisher is available, you may use it only if:
 - You have been trained on fire extinguisher use.
 - You are confident in your ability to extinguish the fire.
 - The fire is small; e.g., no bigger than a wastebasket.
 - The fire department has been notified.
 - Evacuation has begun.
 - You have a safe exit route that the fire cannot block.
- Close doors to isolate fire and contain smoke, if possible and safe to do so.
- Move to the closest, safe exit.
 - Check doors with back of hand before opening; if hot move to alternate exit.
 - If door is not hot, open it slowly and check for smoke and odors; if they are strong close door and move to alternate exit.
 - If smoke and odors are tolerable, prop open door and proceed, staying low to lessen smoke exposure.
 - Do not use elevators

- Proceed to the Evacuation Area listed on the inside cover of this guide.
 - Help those needing assistance move to the evacuation area or designated safe areas in the building, if safe to do so.
 - Report to the building's Emergency Coordinator or other person designated to account for employees.
 - Report the location of anybody left in the building.
 - Do not return to the building until an "All Clear" is announced by the Fire Department, Security and Safety or other recognized authority.

FIRE or SMOKE

Severe Weather

The designated contact point for this building will be notified of severe weather conditions by Safety and Security or a National Weather Service weather radio alert. The person at the contact point will initiate the buildings emergency plan. Building occupants will be notified according to procedures in the emergency plan. Notification may be by direct contact, telephone, voice messages broadcast by radio, PA system, or other broadcast system, and alarm signals such as an air horn.

If you are notified to take shelter because of severe weather:

- Immediately proceed to the designated internal shelter site for this building listed on the inside cover of this guide.
- Remain in the shelter site until you receive an “all clear” message from a Security officer, a weather radio message from the National Weather Service, or some other recognized authority.
- After receiving an “all clear” message, proceed to the designated central meeting place for your building or work area.

If you are inside and there is not enough time to reach the designated shelter site:

- Go immediately to a room without windows in the center of the building or an inside hallway, preferably on the lowest level in the building.
- Stay away from doors, outer walls, and any windows.
- Avoid places with wide-span roofs such as auditoriums, cafeterias, or large hallways.
- Get under a piece of sturdy furniture such as a workbench or heavy table or desk and hold on to it.
- Use your arms to protect your head and neck.
- Stay sheltered until the “all clear” message is received.
- After receiving an all clear message, proceed to the designated central meeting place for your building or work area.

In any of these emergency situations, BSU employees, to the best of their ability, should ensure students and visitors are aware of these procedures and help anyone who may require assistance to reach a safe shelter site.

SEVERE WEATHER

Medical Emergency

For all medical emergencies

- Immediately call or have someone call **911** (**9-911** *if using a campus phone*) and/or BSU Security and Safety, **218-755-3888** (**3888** *if using a campus phone*):
 - State the emergency.
 - Give the exact location of the emergency (*E911 address is listed on the inside cover of this guide*).
 - Describe victim's symptoms.
 - Give your name and a call back number.
 - Stay on line until you are told to hang up.
- Render first aid appropriate to your level of training.
- If possible, gather information for emergency responders:
 - Victim's level of responsiveness.
 - Name and date of birth.
 - Time symptoms began.
 - Current or chronic medical condition.
- Stay with the victim until emergency responders arrive, if safe to do so.
- If possible, have someone meet emergency responders and direct them to the victim.

Guidelines for supporting the victim's medical needs:

- Do not move injured people unless the area they are in is unsafe.
- Control severe bleeding with direct pressure to the wound and, if possible, elevation of the affected body part.
 - Avoid direct contact with the victim's blood and other body fluids.
- For chest pain, get victim off their feet and be reassuring and supportive.
- For poisoning and overdoses, provide first aid and try to identify the product involved and how much was taken.

MEDICAL EMERGENCY

Mechanical/Utility

In most cases, mechanical or utility problems will not cause life threatening or other serious threats to the health and safety of building occupants. However, certain failures, such as power outages and loss of phone services, can pose safety and security hazards and disrupt business operations. Such problems, though typically short in duration, may require actions to be taken to protect University personnel and property.

If a mechanical or utility failure creates an emergency situation:

- Immediately call or have someone call **911 (9-911 if using a campus phone)** and/or BSU Security and Safety, **218-755-3888 (3888 if using a campus phone)**.
 - State the emergency.
 - Give the exact location of the emergency (*E911 address on inside cover of this guide*).
- Initiate and/or follow your building's emergency plan
- Activate the fire alarm if an immediate evacuation is necessary.
- Proceed to the Evacuation Area listed on the inside cover of this guide.
- Help those needing assistance move to the evacuation area or a safe area in the building, if safe to do so.
- Report to the building's Emergency Coordinator or other person designated to account for employees.
- Report the location of anybody left in the building.
- Do not return to the building until an "All Clear" is announced by the Fire Department, Security and Safety or other recognized authority.

If the failure does not warrant a complete evacuation of an area or building, and does not pose an immediate threat or hazard to personnel in the area:

- Contact the Physical Plant Office at **218-755-3988 (3988 if using a campus phone)** during normal business hours.
- Contact Security and Safety at **218-755-3888 (3888 if using a campus phone)**, at all other times.

MECHANICAL/UTILITY

Crime

If you witness or become aware that a criminal act has occurred, you have a responsibility to report the incident to law enforcement officials.

To report a crime:

- Call **911 (9-911 if using a campus phone)** for an emergency.
- Call Security and Safety, **218-755-3888 (3888 if using a campus phone)**, for non-emergencies.
- If possible and safe to do so, observe on-going criminal activity until response personnel arrive.
- Avoid disturbing any potential physical evidence that may be at the scene.

CRIME REPORTING

Hazardous Materials

The potential for hazardous materials spills exists throughout the campus. Cleaning chemicals are used and/or stored in most campus buildings. In addition, laboratories, shops, studios, and maintenance areas use and store chemical and biological products and wastes associated with their activities. Contractors may bring other products into our buildings. Those using the products are expected to clean up small spills that do not pose an immediate health or safety hazard. Spills that are known to be hazardous or are too large to be cleaned up by the users should be handled similar to a fire emergency. Spills of unknown products should be considered hazardous until proven otherwise.

If you encounter a hazardous material spill or leak:

- Evacuate the area.
 - Initiate your building's emergency evacuation plan.
 - Use the fire alarm if there is an immediate hazard and the entire building needs to be evacuated or notify those in the effected area if only a partial evacuation is needed.
 - Shut off electrical equipment if possible and it is safe to do so.
 - Proceed to emergency exits; do not use elevators.
 - Help those needing assistance to evacuate.
 - Stay up-wind and up hill from any hazardous vapor, gas, or liquid.
- Confine the spill area.
 - Close doors and isolate.
 - If possible, open outside windows, if safe to do so.
 - Establish exhaust ventilation if possible.
 - Vent fumes only to outside of building.
 - If room is not vented to outside of building, close off room.
- Report the spill.
 - Call **911 (9-911 if using a campus phone)** and/or Security and Safety, **218-755-3888 (3888 if using a campus phone)**.
 - State the emergency.
 - Give E911 address listed on the inside cover of this guide and the location of the spill in the building.
 - Report any injuries.
 - Report the name and amount of material spilled, if known.

- Secure the area.
 - Prevent access to spill area.
 - Lock doors leading to spill area.
 - Place barricades and warning notices at access points.
 - Post staff by commonly used entrances to direct people to use other routes.

First Aid for hazardous materials injuries:

CAUTION: Do NOT go back into an area where a chemical spill has occurred! In many documented cases, rescuers not wearing proper protective equipment have been overcome by toxic or asphyxiating fumes while trying to rescue other victims and died as a result. Do not make this mistake!

- Remove victims from spill area to fresh air (but do not endanger your own life by entering areas with toxic gases).
- Immediately remove contaminated clothing.
- Flush skin or eyes with running water for 15 minutes.*
- Get medical attention for victims.

***CAUTION:** Flush skin and/or eyes with running water for at least 15 minutes. *(You may not feel any immediate effect from chemical spills, but it is very important to wash quickly and thoroughly. Many chemicals can cause severe tissue damage that is not apparent until hours later.)*

- Chemical spills over large areas of the body.
 - Remove contaminated clothing while flushing with water from safety shower or other source of water.
 - Flush affected body area with lukewarm water for at least 15 minutes.
 - Resume flushing with water if pain persists.
 - Wash off chemicals with mild detergent and water; do not use neutralizing chemicals, unguents, creams, lotions or salves.
 - Get immediate medical help.
 - Make sure medical personnel understand exactly what chemicals are involved.

HAZARDOUS MATERIALS

Terrorism

The FBI defines terrorism as, “. . .the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.” Although this definition helps us understand what terrorism is, it does not give us insight on dealing with acts of terrorism. Basically, terrorism is a motive for a criminal act and therefore must be initially dealt with in this manner. It is critical that we do not ignore early warning signs or fail to investigate potential terrorist activity. Any information or threat made against the University or a member of the campus community by an individual or group must be taken seriously. This information should be forwarded to a full time security staff member at BSU Security and Safety, **218-755-3888** (3888 if using a campus phone), or law enforcement officials at **218-751-9111**.

Any criminal act that occurs on campus that manifests evidence of terrorism will be considered an immediate Level 3 emergency. *The Campus Emergency Plan* will be activated, including mobilization of the Emergency Management Team. *The Campus Emergency Plan* can be accessed at the Security and Safety web site at <http://www.bemidjistate.edu/about/security/>.

The Bemidji Department of Public Safety, in reply to recent nationwide threats of terrorism, has developed an Emergency Response Team that will respond to any reported threats of terrorism at Bemidji State University. Their team will work closely with the campus Emergency Management Team in response to any terrorist act perpetrated on campus.

Additionally, the University has developed a “Mail Screening Policy” for the purpose of dealing with any mail or packages the University receives that is suspicious.

TERRORISM

Violent Intruder

Academic and Administrative Buildings

When an armed violent individual or individuals are observed in an academic or administrative area on campus the following recommendations are provided as guidance for actions that can be taken to reduce the potential for death or serious injury.

- Faculty and Staff should immediately lock students and themselves in the classroom or office.
- If possible cover any windows or openings that have a direct line of sight into the hallway.
- Call **911** (**9-911** *if using a campus phone*)
- Do not activate the building fire alarm system.
- Lock all windows and close any curtains or blinds.
- Stay away from windows and doors.
- Turn off all lights and audio equipment.
- Try to remain calm and keep everyone together and quiet.
- If you are not in a classroom or office get to one as quickly as possible.
- Remain in the classroom or office until emergency response personnel notify you that it is safe.
- If you are in close proximity to an exit, you will have to make a decision whether or not to exit the building or seek shelter in an available room or office. Circumstance and your level of confidence should be a determining factor in how you proceed. If you decide that exiting the building is your only or best chance for survival, do so quickly. When running from a building, do not run in a straight line and use whatever cover may be available. When you feel you are safely removed from the situation, find the nearest telephone and call **911** (**9-911** *if using a campus phone*).

Residence Halls

The guidelines for action when confronted by a violent armed subject within a residence hall are similar to the guidelines for action outlined for academic and administrative areas with a few exceptions.

- Lock yourself in your room.
- Call **911** (**9-911** *if using a campus phone*) immediately and report the occurrence.
- If in a lounge or common area, move to the nearest securable area.
- Do not activate the building fire alarm system.
- Barricade yourself in your room with whatever material is available.
- Lock all windows and close any curtains or blinds.
- Stay away from windows and doors.
- Turn off all lights and audio equipment.
- If you are in close proximity to an exit, you will have to make a decision whether or not to exit the building or seek shelter in an available room or office. Circumstance and your level of confidence should be a determining factor in how you proceed. If you decide that exiting the building is your only or best chance for survival, do so quickly. When running from building, do not run in a straight line and use whatever cover may be available. When you feel you are safely removed from the situation, find the nearest telephone and call **911** (**9-911** *if using a campus phone*).

Building Exterior/Campus Grounds

- If you are in a parking lot, quickly exit the area using the parked vehicles as cover.
- If you are in an open campus area, quickly exit the area using trees, bushes, buildings or whatever other cover is available as you go.
- When running from the area, do not run in a straight line.
- If you are confronted by responding police officers as you are leaving the area, follow the instructions you are given by the officer. You may be asked to stop and put your hands on your head or to lie on the ground.
- When you have removed yourself from the area of danger, call **911** (**9-911** *if using a campus phone*).

Reporting & Observation

Reports of any armed violent subject on campus should be made directly to the Emergency **911** Operator. Call **911** (**9-911** *if using a campus phone*). It is not necessary to report the incident to Security & Safety, as the 911 Operator will forward that information to our office.

If you observe an armed violent individual or individuals enter a campus building and you are in a position to observe the subject without endangering or compromising your safety, the observations you make may be crucial to responding emergency personnel. There is no expectation that anyone put himself or herself at risk in order to observe an armed subject.

The following are questions that the 911 operator will most likely ask you:

- How many subjects did you observe?
- What was the exact location the subject or subjects entered the building?
- What time did you observe the subject or subjects enter the building?
- If known, what type of weapon or weapons did you observe (rifle, shotgun, pistol, etc.)?
- A description of the subject, including height, weight, build, gender, age, race, hair color and length and a description of the clothing worn by the subject or subjects.
- Did you observe the subject or subjects exit a vehicle, and if so, what is the description and location where the vehicle is parked?

VIOLENT INTRUDER

Suspicious Mail

An advisory to students and employees:

It is highly unlikely Bemidji State University offices, personnel or students would receive mail that may pose a health threat. In today's uncertain world, everyone should nonetheless be alert to possible incidents and know how to proceed if one is encountered. The following procedures are suggested to help you screen your incoming mail.

While experience has shown that most suspicious mailings are hoaxes, the threatened use of a biological agent must be treated as real. If the agent is reported as anthrax, understand that it is not contagious and treatment is readily available if administered before the onset of symptoms. Bemidji State University has developed a plan to handle suspicious mailings. If you receive one, follow these steps.

If you receive a suspicious letter:

- Remain calm.
- Do not open the letter or package; seal it in a plastic bag if possible or cover it with any material.
- If the mailing is opened, do not attempt to clean up any spilled contents. Cover the spilled contents and mailing with any material.
- Leave the room and close the door so others cannot enter.
- Wash your hands in warm, soapy water.
- Call BSU Security and Safety, **218-755-3888** (3888 if using a campus phone).
- If you feel there is immediate danger, call **911** (9-911 if using a campus phone).
- Do not ignore the threat.
- Do not pass the letter or package to others to look at or handle.
- Do not disturb the contents.

What to look for:

It is impossible to describe the appearance of a typical suspicious mailing, but the FBI has identified the following as common features of threatening letters:

- No return address.
- Excessive postage.
- Hand written or poorly typed addresses.
- Misspelling of common words.
- Restrictive markings such as "Confidential," "Personal," etc.
- Excessive weight and/or a feel of a powdery substance.

The University suggests that all "junk mail" not be opened and be trashed. If you are not aware of the sender of the mailing, do not open it.

You should also know that it is a federal offense to utilize the U.S. Postal Service to perpetrate a hoax that threatens the safety of others. Federal officials have assured the public that all hoaxes will be investigated and those responsible will be prosecuted.

SUSPICIOUS MAIL

Bomb Threat

If you receive a bomb threat involving a campus building:

- Call BSU Security and Safety, **218-755-3888** (3888 if using a campus phone) immediately.
- Complete the Bomb Threat Check List on next page if applicable.
- If the threat is received by telephone, try to get as much information as possible regarding the device.
- Record any time given for when the device will be detonated.

If Emergency response personnel or appropriate University officials order a building evacuation:

- **DO NOT UNDER ANY CIRCUMSTANCES PULL THE FIRE ALARM TO INITIATE THE EVACUATION.**
- Proceed to the Evacuation Area listed on cover of this guide.
- Help those needing assistance move to the evacuation area.
- Employees must report to the building's Emergency Coordinator or other person designated to account for employees.
- Report the location of anybody left in the building.
- Do not return to the building until an "All Clear" is announced.

REMEMBER!

- Keep the caller talking!
- Don't interrupt!
- Ask caller to speak louder, slower, etc.
- Ask caller to repeat!
- Write down complete exact message!
- Immediately notify BSU Security and Safety, **218-755-3888** (3888 if using a campus phone).

BOMB THREAT CHECK LIST

The following check list is to be completed by any BSU employee receiving a call about a bomb threat. Report the call to BSU Security and Safety, **218-755-3888** (3888 if using a campus phone) then complete the remainder of the form before discussing the call with anyone.

DATE: _____

TIME: _____

Exact wording of the message: _____

QUESTIONS TO ASK!

1. When is bomb to explode? _____
2. Where is the bomb now? _____
3. What does it look like? _____
4. What will cause it to explode? _____
5. Did you place the bomb? _____
6. Why? _____
7. What is your name? Address? _____

INFORMATION ABOUT THE CALL

Length of call: _____ Time of call: _____ A.M. P.M.

Origin of call: Internal Outside Unknown

PROFILE OF THE CALLER

CALLER'S VOICE

- | | | |
|-----------------------------------|-----------------------------------|---|
| <input type="checkbox"/> CALM | <input type="checkbox"/> LOUD | <input type="checkbox"/> DISTINCT |
| <input type="checkbox"/> EXCITED | <input type="checkbox"/> LAUGHTER | <input type="checkbox"/> STUTTER |
| <input type="checkbox"/> ANGRY | <input type="checkbox"/> MALE | <input type="checkbox"/> NASAL |
| <input type="checkbox"/> PLEASANT | <input type="checkbox"/> FEMALE | <input type="checkbox"/> DISGUISED |
| <input type="checkbox"/> SLOW | <input type="checkbox"/> ADULT | <input type="checkbox"/> SLURRED |
| <input type="checkbox"/> RAPID | <input type="checkbox"/> JUVENILE | <input type="checkbox"/> DEEP |
| <input type="checkbox"/> SOFT | <input type="checkbox"/> CRYING | <input type="checkbox"/> DEEP BREATHING |

LANGUAGE/ACCENT

- GOOD
- FAIR
- POOR
- CURSING
- OTHER

GEOGRAPHIC REGION

- NORTHERN
- SOUTHERN
- EASTERN
- WESTERN

THREAT LANGUAGE

- IRRATIONAL
- INCOHERENT
- READ BY CALLER
- RECORDING
- VULGAR

BACKGROUND NOISES

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> OFFICE MACHINES | <input type="checkbox"/> TRAINS |
| <input type="checkbox"/> FACTORY MACHINES | <input type="checkbox"/> VOICES |
| <input type="checkbox"/> ANIMALS | <input type="checkbox"/> MUSIC |
| <input type="checkbox"/> STREET SOUNDS | <input type="checkbox"/> MIXED |
| <input type="checkbox"/> QUIET | <input type="checkbox"/> AIRCRAFT |
| <input type="checkbox"/> OTHER | |

REMARKS: _____

Your Name: _____

Position: _____

Phone #: _____

Supervisor: _____

BOMB THREAT