

EMERGENCY PROCEDURES GUIDE



EMERGENCY PHONE NUMBERS:

Fire, Police, Ambulance: 911

BSU Public Safety: 218-755-3888 (3888 if using a campus phone)

Flip cover for 911 address and building specific information

www.bemidjistate.edu/offices/safety/

E-mail: publicsafety@bemidjistate.edu



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Use bookmarks to navigate to topic tabs.

Internal Shelter Site

Designated location to use for shelter in emergencies requiring protection from external hazards, such as severe weather.

External Assembly Point

Designated location for protection from hazards in the building, such as fire.

Use of shelter sites and assembly points also aid in accounting for building occupants during emergencies.

E-911 ADDRESSES FOR CAMPUS BUILDINGS

When calling 911 for an emergency response to a campus building, give the E-911 address from the list below. *Example: For an emergency at Pine Hall, request them to respond to Pine Hall, 2005 Birchmont Dr. NE.*

American Indian Resource Center	1620 Birchmont Dr NE
Bangsberg Hall	1330 Birchmont Dr NE
Baseball Stadium	101 19th Street NE
Bensen Hall (Formerly Education/Arts)	1600 Birchmont Dr NE
Birch Hall A Wing	1701 Birchmont Dr NE
Birch Hall B Wing	1703 Birchmont Dr NE
Boat House	1710 Birchmont Dr NE
Bridgeman Hall	1512 Birchmont Dr NE
Cedar Apartments	1925 Birchmont Dr NE
Central Maintenance Building	124 23rd Street NE
Chet Anderson Stadium	1514 Birchmont Dr NE
C V Hobson Forest	10054 Birchmont Beach Rd NE
David Park House (BSU Foundation)	1501 Birchmont Dr NE
Decker Hall	1717 Birchmont Dr NE
Deputy Hall	1400 Birchmont Dr NE
Gillette Recreation Fitness Center	1801 Birch Lane NE
Hagg Sauer Hall	1502 Birchmont Dr NE

Heating Plant	401 14th Street NE
Hobson Memorial Student Union Lower	1422 Birchmont Dr NE
Hobson Memorial Student Union Upper	1420 Birchmont Dr NE
John Glas Field House	220 19th Street NE
Laurel House (Honors House)	1521 Birchmont Dr NE
Library, A.C. Clark	1510 Birchmont Dr NE
Linden Hall A Wing	1805 Birchmont Dr NE
Linden Hall B Wing	1807 Birchmont Dr NE
Maple Hall A Wing	310 23rd Street NE
Maple Hall B Wing	312 23rd Street NE
Memorial Hall	1406 Birchmont Dr NE
Oak Hall A Wing	314 23rd Street NE
Oak Hall B Wing	316 23rd Street NE
Oak Hall C Wing	318 23rd Street NE
Pine Hall	2005 Birchmont Dr NE
Sanford Hall	1410 Birchmont Dr NE
Sattgast Hall	1408 Birchmont Dr NE
Sauer House (BSU Foundation)	1509 Birchmont Dr NE
Switch Gear Building	315 17th Street NE
Tamarack Hall	410 19th Street NE
Walnut Hall	331 19th Street NE

E-911 ADDRESSES FOR CAMPUS BUILDINGS

EMERGENCY NOTIFICATION METHODS

Bemidji State University uses multiple methods to provide alerts and emergency messages to the campus community.

- **Campus Informer®** - The Campus Informer® is an emergency public address system that is installed in all campus buildings. The system is controlled and activated by BSU Public Safety. The system provides an initial audio and visual alert followed by a voice message. Further information about the Campus Informer® can be found on the BSU Public Safety web site at http://www.bemidjistate.edu/offices/safety/emergency_preparedness/informer/
- **Connect-Ed®** - This service allows BSU/NTC officials the ability to send emergency voice messages via: landline and cellular telephone, and e-mail messages. It is only activated when a situation exists that presents an imminent danger to the campus that requires immediate action to protect life and safety. Further information about Connect-Ed® can be found on the BSU Public Safety web site at http://www.bemidjistate.edu/offices/safety/emergency_preparedness/connect_ed/
- **Weather Radios** – Each regularly occupied campus building is equipped with at least one weather radio. The National Weather Service broadcasts severe weather warnings, watches, and alerts and notices of other emergency situations affecting the local community and region. These messages are also broadcast on local radio and television stations.

EMERGENCY NOTIFICATION METHODS

GENERAL EMERGENCY PROCEDURES

- Always protect yourself first.
- Protect and warn others to the best of your ability.
- Call **911** and/or BSU Public 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).
(*See the E911 Address Tab for a list of addresses for all campus buildings*)
 - Give the exact location of the emergency in the building (floor, room number, etc.).

Blue Light Phone System

A blue light emergency 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 BSU Public 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 move 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.*

Locations of the phones are listed on the BSU Public Safety web page at
http://www.bemidjistate.edu/offices/safety/services/emergency_phones/

More information about campus emergency procedures can be found on the BSU Public Safety Web site at:
<http://www.bemidjistate.edu/offices/safety/>

GENERAL EMERGENCY PROCEDURES

SEVERE WEATHER

Building occupants will be notified of weather emergencies by at least one of several methods. The two primary methods will be the Campus Informer® emergency notification public address system, installed in all campus buildings, and the Connect-Ed® phone and e-mail messaging system. Notification may also come from National Weather Service messages via weather radios and local radio and television stations. County warning sirens will be activated to alert people in outside locations.

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 through the Campus Informer® or Connect-Ed® notification systems, or from a Public Safety officer, a weather radio message from the National Weather Service, or some other recognized authority.
- After receiving an “all clear” message, employees should follow their department’s procedures for returning to work.

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** and/or BSU Public 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*).
 - *See the E911 Address Tab for a list of addresses for all campus buildings.*
 - 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 and when.

MEDICAL EMERGENCY

FIRE OR SMOKE

If fire or smoke is observed:

- Immediately activate the fire alarm, if it is not already sounding.
- Call **911** or have someone make that call.
- Proceed to the External Assembly Point listed on the inside cover of this guide.
 - Close doors to isolate fire and contain smoke, if it can be done safely.
 - Move to the closest, safe exit.
 - Check doors with back of hand before opening; if hot, move to alternate exit.
 - If the door is not hot, open it slowly and check for smoke and odors; if they are strong close the door and move to an alternate exit.
 - If smoke and odors are tolerable, prop open the door and proceed, staying low to the floor to lessen exposure to smoke.
 - Do not use elevators
 - Help those needing assistance evacuate, if it can be done safely.
 - Report the location of anybody left in the building to emergency responders.
 - Do not return to the building until an "All Clear" is announced by the Fire Department, Public Safety, or other recognized authority.
- If you are unable to evacuate:
 - Move into a room as faraway from the source of the fire as possible.
 - Close the door.
 - Seal the space at the bottom of the door the best you can, to reduce smoke penetration.
 - If possible, call or take other actions to notify emergency responders of your location.
- Use a fire extinguisher 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 the size of a wastebasket.
 - The fire department has been notified.
 - Evacuation has begun.
 - You have a safe exit route that the fire cannot block.

FIRE OR SMOKE

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** and/or BSU Public 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*).
 - *See the E911 Address Tab for a list of addresses for all campus buildings.*
 - Activate the fire alarm if an immediate evacuation is necessary.
 - Proceed to the assembly point listed on the inside cover of this guide.
 - Help those needing assistance move to the assembly area or a safe area in the building, if it can be done safely.
 - Report the location of anybody left in the building to emergency responders.
 - Do not return to the building until an "All Clear" is announced by the Fire Department, Public 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 Public Safety at **218-755-3888** (*3888 if using a campus phone*).

MECHANICAL/UTILITY

CRIME REPORTING

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** for an emergency.
- Call Public 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

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 professional staff member at BSU Public 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 Public Safety web site at <http://www.bemidjistate.edu/offices/safety/>.

The City of Bemidji Department of Public Safety, in consideration of recent nationwide threats of terrorism, has developed an Emergency Response Team that will respond to any reported threats of terrorism in the community, including 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 a 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**.
- 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. The circumstances and your level of confidence should be determining factors 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**.

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** 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. The circumstances and your level of confidence should be determining factors 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**.

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**.

Reporting & Observation

Reports of any violent person on campus should be made directly to the Emergency 911 Operator. It is not necessary to report the incident to BSU Public Safety, as the 911 Operator will forward that information to that 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 weapons are involved, 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 Public Safety, **218-755-3888** (*3888 if using a campus phone*).
- If you feel there is immediate danger, call **911**.
- 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:

The FBI has identified the following as common features of suspicious mail:

- 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

HAZARDOUS MATERIALS

The potential for hazardous materials spills exists throughout the campus. Cleaning chemicals are used and/or stored in most campus buildings and 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.
 - 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** and/or Public Safety, **218-755-3888** (*3888 if using a campus phone*).
 - State the emergency.
 - Give the building's E911 address (listed on the inside cover of the building's guide) and the location of the spill in the building.
 - *See the E911 Address Tab for a list of addresses for all campus buildings.*
 - 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.*
 - Effects from chemical spills may not be felt immediately, but it is very important to wash quickly and thoroughly. Some chemicals can cause severe tissue damage that is not apparent until hours later.
- Get medical attention for victims.

- 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

BOMB THREAT

If you receive a bomb threat involving a campus building:

- Call BSU Public 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 assembly point listed on cover of this guide.
- Help those needing assistance move to the assembly point.
- Report the location of anybody left in the building to emergency responders.
- 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 Public Safety, **218-755-3888** (*3888 if using a campus phone*).

BOMB THREAT CHECK LIST

INSTRUCTIONS: Place card under or near telephone. Upon receiving a bomb threat, hold card up to alert other staff/supervisor that you are in the process of monitoring a bomb threat.

Remember!

1. Keep the caller talking!
2. Don't interrupt!
3. Ask caller to speak louder, slower, etc.
4. Ask caller to repeat!
5. Write down complete exact message!
6. Immediately notify Security, 3888.

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 Security, 3888 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

Callers 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