



GENERAL EMERGENCY PREPAREDNESS/CRISIS RESPONSE PLAN

Revised: April 30, 2007

<http://www.suu.edu/ad/facilities/emergency-guide.pdf>

PURPOSE:

The purpose of the “Emergency Preparedness Action Guide” is to provide information and direction for all university personnel involved with emergency response tasks, including civil agencies, university administrators, professors, support staff, and students.

While the plan directives and information contained herein serve to increase the overall efficiency and security of the university, we must always remain aware that their primary purpose is the physical and emotional well-being of the students, university employees, and visitors.

A constant state of readiness to respond to emergencies is the responsibility of administration, and those whom they have assigned responsibility. This includes all necessary orientation and training.

SEVERE WEATHER:

NOTIFICATION: Local radio, telephone, runner, internet.

Note: The major problem with severe weather will probably be blizzards, possible flooding.

Severe weather storms that can be broadcast are issued by the National Weather Service.

When there is a threat, monitor radio/television for bulletins.

ADMINISTRATION:

1. If the University is in session, monitor weather and road conditions.
2. Consider appropriate response action. (University cancellation, early dismissal, provide emergency shelter).
3. Notify University employees and students.

4. If emergency action is taken, broadcast information over local radio/television stations.

HAZ-MAT (In the classroom)

WARNING:

Warning will be given by: Fire alarm, telephone, or runner.

INSTRUCTOR:

1. Refer to Material Safety Data Sheets (MSDS) for emergency information.
2. If the hazard is confined to a single room or relatively small area, the instructor should proceed to evacuate all students immediately to the nearest safe area, account for all students, then notify administration immediately.
3. Minor exposure incidents may be treated at the University Wellness Center.
Note: The Wellness Center is located in the Sharwan Smith Center: 586-7718.
4. More serious exposure incidents may be treated at Valley View Medical Center, 1303 North Main, Cedar City Emergency Number: 911
5. Notify the Call Center 865-8888 and document the incident.

STUDENTS:

1. Follow instructor's instruction.

HAZ-MAT (On-Site)

WARNING: Fire alarm, telephone, or runner.

ADMINISTRATION:

1. Evaluate the problem.
2. Give information and instructions.
3. If necessary call for emergency assistance (911).

EMERGENCY RESPONDERS:

1. The emergency responders will assume responsibility for the situation.
2. When conditions permit, emergency responders will notify university officials when it is safe to resume activities.

INSTRUCTOR:

1. Follow instructions from emergency response personnel.
2. Insure that no one leaves the building until directed to do so.
3. If remaining in building, close all doors and windows, shut off all fresh air intakes.
4. If evacuating, proceed, and reassemble at nearest safe area and account for all students.
Note: When evacuating during a haz-mat incident, move cross wind, never directly with

or against the wind that may be carrying fumes.

STUDENTS: Follow instructor's instruction.

HAZ-MAT (Off- Site)

WARNING:

Warning of a hazardous material incident is usually received from the Fire Department, Police Department, or Local Emergency Management Officials.

EVACUATION:

If evacuation is deemed necessary, it will take place according to pre-established evacuation procedure.

NOTE: When evacuating during a haz-mat incident, move cross-wind, never directly with or against the wind. The wind may be carrying fumes and contaminants.

ADMINISTRATION:

1. Follow the direction of the authority in charge.
2. In the event of shelter recommendation, make sure all outside air intakes are closed, air handlers which draw outside air are shut off, and curtail all outdoor activities.
3. If evacuation is recommended institute "Early Dismissal."
4. After buildings are evacuated, make sure buildings are secure.

INSTRUCTOR: Follow the directions of administrators.

STUDENTS: Follow instructor's instruction.

CRIMINAL OFFENSES: (CIVIL DISTURBANCE, INTRUDER, HOSTAGE, KIDNAPPING SITUATIONS, ACTIVE SHOOTER)

WARNING: Fire alarm, telephone, or runner.

ADMINISTRATION:

1. At the beginning of a potential or actual situation, obtain the following information:
 - A. Exact location.
 - B. When did the situation begin?
 - C. Who is involved?
 - D. Specifically, what is taking place?
 - E. Identities and number of participants, if known.

2. Call 911 and advise.
3. Activate Command Center (EOC)
4. Advise necessary administrative personnel.
5. Isolate the incident and try to contain the disturbance to one area until the Police arrive.
6. Do not let other non essential personnel enter the building.
7. When the Police arrive, advise them of the situation, actions that have been taken, and follow their instructions. They will assume command.
8. When appropriate, resume normal university functions.

INSTRUCTOR:

Lock classroom doors, shut all windows.

1. Account for students.
2. Follow administrator's instructions.

STUDENTS: Follow instructor's instruction.

EARTHQUAKE:

NOTE: There will be no prior warning before the quake is felt.

EVERYONE:

If you are inside, stay where you are:

1. Take cover under desk, table or other heavy furniture, or in interior doorways or narrow halls.
2. Stay away from windows, outside walls, lofts, or stairways.

If you are outside:

1. Stay in an open area away from buildings, utility poles, overhead wires, etc.

ADMINISTRATION:

AFTER THE SHAKING STOPS:

1. Assess the damage (do not light any open flame).
2. Coordinate safe evacuation, if necessary.
3. Establish contact with outside emergency responders.
4. Secure the campus.

INSTRUCTOR: Evacuate in an orderly fashion.

STUDENTS: Follow instructor's instruction.

UTILITY FAILURE:

ADMINISTRATION:

1. Evaluate the problem (Obtain an estimated time of repair from utility authority).
2. If school is in session and evacuation is necessary, initiate evacuation procedures.
3. If it is not safe for the university to be in session, implement one of the following:
 - A. Early dismissal
 - B. University Cancellation
 - C. Delayed Opening
 - D. Alternate University Plan
4. If evacuation has occurred, re-enter building, when appropriate to do so.
5. If dismissal or closure has occurred, notify faculty/staff, and students.

INSTRUCTOR: If school is in session, conduct school unless administration directs otherwise.

STUDENTS: Follow instructors' instruction.

UTILITY EMERGENCY NUMBERS:

University 24 hour Call Center		865-8888
Questar Gas		1-800-767-1689
Rocky Mountain Power		1-888-221-7070
Cedar City Water Department: Maintenance Shed	regular hrs.	586-2968
	emergency	235-4100
Street Department	regular hrs.	586-2967
	emergency	233-0059/60

FIRE:

WARNING:

The fire alarm should automatically activate. If for some reason it does not, the nearest manual pull alarm will be activated by the first person to notice the fire.

EVACUATION:

When the alarm sounds, everyone will evacuate the building by proceeding to the nearest unobstructed building exit.

ADMINISTRATION: (Campus Fire Marshal)

1. Investigate the source of the alarm and confirm that there is, or is not an actual fire.
2. If there is a fire, call 911 and report it.
3. Shut off utilities as necessary.
4. Upon their arrival, advise the fire department of actions you have taken and follow their instructions.
5. Gather information; give direction and instructions, as necessary.
6. Activate the Command Center if necessary.

INSTRUCTOR:

1. Attempts to extinguish a fire should be made only under the following conditions.

- A. The building has been or is being evacuated.
 - B. Emergency notification has been made.
 - C. You have a partner that will help.
 - D. The fire is confined to its original small area.
 - E. You can fight the fire with your back towards an escape route.
 - F. You have a fire extinguisher, you know how to use it, and it is in working order.
2. Close doors and windows on your way out.
 3. Lightly touch all doors before opening to determine if fire is on the other side.
 4. Do not go to the roof of the building.
 5. Assist individuals with special needs.
 6. Make sure all students have evacuated safely and are accounted for.
 7. Follow instructions of administrators and the fire department.

STUDENTS:

1. Follow instructor's instruction.
1. Exit the building in an orderly fashion.
2. In the winter get your coat, otherwise don't waste time.

EVACUATION:

NOTE: Evacuation is a procedure of relocating occupants, from an unsafe area, to an area of safety, as quickly and efficiently as possible. Evacuation from buildings should be through the nearest unobstructed exit-way, leading to the exterior of the building. If the regular route is blocked, use an alternate route. No one is exempt from leaving the building.

NOTIFICATION:

Notification will be by runner, telephone/radio, or fire alarm.

ADMINISTRATION:

1. Provide for the safety and protection of faculty, staff, students and visitors during an emergency.
2. Implement, direct, and coordinate emergency operation procedures.
3. Coordinate with other emergency response agencies.
4. When necessary determine to do one of the following:
 - A. Keep the university in session.
 - A. Close some areas of the university.
 - C. Close the university.
5. Provide necessary training.

Instructors:

Be familiar with emergency procedures.

1. Accept emergency assignments.
2. Teach students procedures.
3. Visual search in the event of a bomb threat.
4. See that doors and windows are locked.
5. When evacuating, account for students, support staff, and visitors.

6. Keep the group together, maintain order, and provide emotional support.
7. Do not allow anyone to return to the building after evacuation.
8. When necessary provide first aid.

Students:

1. Follow instructor's instruction.
2. Follow evacuation routes and procedures.

BOMB THREAT:

1. **Bomb threat by mail:** If you receive a bomb threat by mail, notify administration **immediately.**
2. **Bomb threat by phone:** Remain calm. Be courteous. Listen carefully do not interrupt the caller. Quietly attract the attention of someone else to listen, if possible. Obtain as much information as possible. Record the following information:

Date of call: _____ Time of call: _____ Phone number call received on:
 Person who talked to caller:

Write entire message of caller as soon as possible after the caller hangs up and you have notified administrative authorities. Note unusual words, phrases, sounds, or accents. Write it verbatim, as much as you can remember.

If caller is agreeable to further conversation, ask:

When will it go off? _____ Time remaining?
 Where is it located?
 If in a building, what area?
 What kind of a bomb is it?
 How do you know so much about the bomb?
 Why are you doing this?
 Who are you? _____ Where are you now?

*** If the building is occupied inform caller that detonation of a bomb could cause injury or death.***

Record response:
 Circle those that apply:

ATTEMPT TO IDENTIFY: Male-Female-Adult-Juvenile-Approximate age: _____

VOICE: Loud-Deep-High Pitched-Raspy-Soft-Intoxicated- Other
SPEECH: Fast-Slow-Distinct-Stutter-Nasal-Slurred-Lisp-Other
LANGUAGE: Excellent-Fair-Foul-Poor-Educated- Other
ACCENT: Local-Not Local-Foreign-What Country
MANNERISM: Calm-Rational-Coherent-Deliberate-Righteous-Angry-Irrational
BACKGROUND NOISES: Factory Machines-Business Machines-Music-Other

ORIGIN OF CALL: (If possible to discern): Local-Long Distance-Booth-Cell-International

**** Notify the University President or his alternates. Talk to no one other than instructed by the President or his alternates****

ADMINISTRATION:

1. Relay the bomb threat to Police Department 911.
2. Upon arrival, advise the Police Department of the situation, including what actions have been taken, and then follow their instructions.
3. Under the direction of the Police Department, administration will give information and instructions to staff/students as necessary.

POLICE DEPARTMENT:

Will be responsible to:

1. Determine if the threat is real or if it is a hoax.
2. Determine what actions are necessary.
3. Give instructions as to what to do.
4. If evacuation takes place, determine when it is safe to re-enter the building.

INSTRUCTOR: Follow instructions of administrators.

STUDENTS: Follow instructor's instruction.

EVACUATION:

1. If deemed necessary, evacuation may simply be directed by manually activating the fire alarm system, or through spoken direction or instructions.
2. Instructors may be notified by telephone or runner for the purpose of:
 - A. Alerting the teacher of the bomb threat situation.
 - B. Not alarming students unnecessarily.
 - C. Giving faculty/staff specific instruction and or information about the situation:
 1. Code words "Condition Amber" indicates that there is a bomb threat and it is believed that sufficient information has been gathered to assume time is available to make a quick visual search of the building for possible bombs, as evacuation takes place. **DO NOT TOUCH ANYTHING!** Note anything suspicious - what it is, where it is, and then report it to the Administration.
 2. Code words "Condition Red" indicates that a bomb threat has been received, no information is available as to the area where it is located or the time of explosion and it is necessary to evacuate the building immediately.