

Dixie State University Emergency Procedures

EMERGENCY INFORMATION & CONTACTS

CAMPUS EMERGENCY 911

Dixie State University prepares to respond to emergencies 24 hours per day, 7 days per week. If a major emergency such as an earthquake, fire, hazardous materials accident or shooting occurs, authorized and emergency personnel will direct the University's emergency response. At all times, the University's highest priority is the safety and well-being of students, faculty and staff. Your responsibility is to be familiar with the information in this guide, be sure your contact information (phone number and email) is up-to-date in the Instant Dixie Alert System, adhere to authorized or emergency personnel direction and know the escape routes for all locations you visit frequently. Escape routes are posted in building hallways. You are also encouraged to purchase or assemble a personal (72 hr.) disaster preparedness kit.

EMERGENCY- Call 911

CAMPUS POLICE/SECURITY - From a campus phone, dial 7515 - From a cell phone, dial 652-7515.

CAMPUS SECURITY SERVICES - Security escort service is available from any location on the Dixie State University Main Campus through Campus Security. Please call whenever you are concerned about your safety:

THE OFFICE OF RISK MANAGEMENT & SAFETY- 435-652-7855

THE OFFICE OF HUMAN RESOURCES - 435-652-7520

HEALTH AND WELLNESS CENTER - 435-652-7756

34 N. 600 E. St. George, Utah

COUNSELING AND PSYCHOLOGICAL SERVICES - 435-652-7756

Reachable via Campus Health & Wellness Center

DIXIE STATE CAMPUS SERVICES (FACILITIES) - 435-652-7550



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Acts of Violence- (Active Shooter, Terrorism, Civil Disturbance, Crimes)

1. DO NOT take unnecessary chances & DO NOT interfere with:

- Persons committing the crime/creating the disturbance
- Law enforcement authorities on the scene

2. If you are the victim of, are involved in, or witness any on-campus violation of the law such as an assault, robbery, theft, unwanted sexual behavior, stalking, etc. that is in progress:

EMERGENCY: Call 9-1-1 and DSU Police- provide the dispatcher with the following information:

- Nature of incident
- Location of incident
- Description of person(s) involved
- Location of person(s) involved
- If the person(s) left the scene, their direction of travel
- What time the incident occurred
- Your name, location, department, and extension number

3. Get a good description of the suspect if personal safety allows. Note his/her height, weight, sex, race, approximate age, clothing, method and direction of travel, and name if known. Should a suspect attempt to or get away in a vehicle, bicycle, etc., note the make and model, license number (if possible), color, outstanding characteristics, etc.

4. Remain where you are until a police officer arrives.

Active Shooter- Use prior thought and training, trust your instincts and do not wait to react!

RUN- Away from the shooter(s) and exit immediately if safe

- Run away from the sound of shots fired
- Notify others as you exit
- Seek outside shelter in a safe location (Evacuation Area)

HIDE- If leaving the building is not possible or lockdown is announced

- Go to the nearest and safest room
- Allow others to seek refuge with you but spread out
- Close and lock the door
- Barricade the door with heavy objects
- Pull shades, turn out lights
- Call 911 then stay quiet and silence phones and other equipment
- Remain in position until you receive instructions from Police

FIGHT- Fight like your life depends on it - because it does

- If confronted know your limitations, trust your intuition, there is power in numbers and do whatever it takes to fight

The Response: The first goal of response personnel is to get the shooter(s). 911/Officers need as much accurate information as possible, number of shooters, location, what their wearing and the weapon(s) being used, and any other critical information to pass on.

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Blood and Body Fluid Exposure

An exposure is defined as contact with blood or other potentially infectious materials to the eyes, nose, mouth and other mucous membranes, or non-intact skin.

1. IF YOU ARE EXPOSED: Immediately wash exposed areas vigorously with soap and hot water for 15 minutes, or flush eyes with water for 15 at the nearest eye wash station.
2. Notify your supervisor or instructor and follow blood borne pathogens procedures and document incident. Treat with first aid.
3. Seek further medical attention if needed.
4. Report to Campus Police/Security at ext. 7515, Cell: 435-619-1144 and the Exposure Control Manager at ext. 7555
5. Clean up of blood borne pathogens must be accomplished by trained personnel.

MEDICAL EMERGENCY- CALL **9-1-1** if the condition is LIFE THREATENING or REQUIRES IMMEDIATE MEDICAL ATTENTION BEYOND FIRST AID

If poisoning is suspected, contact the **Poison Control Center** at 1-800-222-1222



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Bomb Threat



Any bomb threat must be taken seriously and treated as a real emergency. Bomb threats usually come on the telephone and generally are made by individuals who want to create an atmosphere of general anxiety or panic.

Threat Received by Phone:

- Stay calm, talk to the caller seriously and as long as possible
- If your phone has caller ID, record the number
- If possible, get the attention of someone else and have them call 911 & Campus Police/Security

Bomb Threat Checklist

If a bomb threat is received by phone, the person receiving the call should try to get the following information from the caller:

Time of Call: _____

Location of the bomb (Building, room, etc.): _____

Time the bomb is set to go off: _____

What does it look & like kind of bomb? _____

What will make it explode? _____

Did you place the bomb? YES NO Why? _____

Exact words of threat: _____

Male or Female Voice characteristics (Familiar, age, tone, irrational or well-spoken, etc.):

Background noises heard: _____

Threat Received by Email:

- Immediately call 911 and Campus Police/Security at 435-652-7515 or 435-619-1144
- Forward the email threat to Campus Police/Security at reid@dixie.edu and do not erase

Suspicious Package

If you are within a suspicious package, do not use a cell phone, cordless phone or walkie-talkie because it may trigger an explosion. DO NOT TOUCH THE PACKAGE, TAMPER WITH IT OR MOVE IT!

EVACUATE THE AREA and CALL 911 AND CAMPUS POLICE/SECURITY at 435-652-7515 or 435-619-1144

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Earthquakes- Inside & Outside

If You Are Inside a Building:

1. Move away from windows, cabinets, shelves, chemicals and other heavy objects which may fall.
2. Immediately "**DROP, COVER, HOLD ON**":
3. Duck under a sturdy table or desk and hold on until the shaking stops.
 - If you are unable to get under a sturdy object, crouch against an interior wall or between seat-rows in auditoriums, and cover your neck and head
 - If you stand in a doorway, brace yourself against the frame, with your back to the door.
 - Wheelchair users should move to safest location, apply the break, and cover their head with arms.
4. Stay under cover until the shaking has stopped.
5. When the shaking has stopped, leave the building while checking for outdoor hazards. If possible, put on a pair of covered shoes as there could be broken debris. Take you keys, wallet, flashlight, and any other small, necessary items with you.
DO NOT USE ELEVATORS! If in and elevator it will stop and lights will go off. Be patient. Emergency personnel will rescue you as soon as possible.
6. Expect aftershocks, follow directions of authorized or emergency personnel.

If You Are Outside:

1. Move away from buildings, trees, signs, electrical poles and wires.
2. Protect your head from falling debris.
3. If you are near a DSU emergency evacuation site (See Evacuation Site Map), report to that building or area coordinator. This will assist with accountability and information.
4. If in a vehicle pull over and stop in a clear area. Avoid overpasses, power lines, and structural hazards.
5. Expect aftershocks, follow directions of authorized or emergency personnel.



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Emergency Communication

For emergency response dial 9-1-1 (Disaster, Medical, Fire, Police, Haz/met, Rescue, etc.)

The **Dixie Alert System** is the emergency notification method for Dixie State University. It allows quick emergency notifications and instructions to be made to the campus community. A message can be sent via phone messages, texts, emails, computer alerts and on TV screens located through-out campus.

Students, faculty and staff are responsible to include their current information in the Dixie Alert System database. To add or change information in the system, log on to the campus portal http://dixie.edu/help-desk/emergency_alert_system.php. Contact information included in the system will be used ONLY for campus emergency notification and will NOT be made available to any other service. Our flat screen TV's can also be used to broadcast warnings, give directions, and short messages for urgent or non-emergency information.



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Epidemic/Pandemic

Epidemic- New cases of a disease in a given population, which exceed normal expectations.

Pandemic- Epidemic of infectious disease that is spreading through human populations across a large region (i.e. a continent or worldwide)

Prevention or Minimalizing Disease Transmission:

- Wash hands often vigorously with soap and hot water for at least 20 seconds
- Wash before eating or drinking, sneezing or coughing, and avoid touching the face
- Wash or disinfect surfaces after touching frequently touched surfaces (i.e. doorknobs, phones, computers etc.)
- Get plenty of rest, eat a balanced diet, exercise regularly, and drink fluids. Avoid tobacco products
- Maintain good personal hygiene, including: Following good hygienic practices when preparing food. Do not share eating utensils or drinking containers. Do not share items such as toothbrushes or towels
- Cover all new and existing cuts and grazes with waterproof dressing
- Avoid crowded areas or public gatherings if possible
- Stay home when sick - (especially with a fever)

Responsibilities:

- To provide and distribute educational information, including materials and supplies
- Maintain contact with the Centers for Disease Control (CDC), Southwest Utah Public Health Department (SWUPHD), Washington County Emergency Services and the Utah Office of Homeland Security
- Follow CDC guidelines and coordinate with the SWUPHD
- Secure supplies and resources needed for prevention and response
- Provide for temporary housing and food services for infected students
- Maintain basic academic structure if possible but Close the university if required

Response Levels:

Level 1 – Confirmed cases of human – to- human transmission of a potential pandemic illness with a probability of reaching the U.S. (Campus Open, Business as usual)(Make notifications to the SWUPHD)

Level 2 – Confirmed case (s) in the United States (Campus Open, begin possible level 3 preparations) (Make notifications to the SWUPHD)

Level 3 – Suspected case(s) on Campus or confirmed cases(s) in the State of Utah (Campus open, implement social distancing, prepare to cancel classes and or other scheduled activities, prepare for probable campus closure) (Make notifications to the SWUPHD)

Level 4 – Confirmed Case(s) on Campus (University possible closure, declared emergency condition, facilities may close except for skeletal services, temporary housing if needed established, access to campus secured) (Make notifications to the SWUPHD)

Level 5 – Recovery Operations



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Evacuation of Buildings

Stay Calm and EVACUATE when:

1. You are alerted of a fire and/or life safety emergency, **immediately stop what you are doing and exit the building.**
2. The fire alarm is activated or you are notified to do so by emergency or authorized personnel. While leaving take note of any hazards and any remaining occupants.
3. Walk swiftly and assist anyone who appears to need direction or assistance.
4. Take with you **ONLY** essential personal items (wallet, keys, etc.). **DO NOT USE ELEVATORS.**
5. Shut all doors behind you but do not lock them. Closed doors can slow the spread of fire, smoke and water. Notify emergency personnel if you suspect someone may be trapped or in refuge.
6. Once outside, proceed directly to the building evacuation site (See Evacuation Site Map) for accountability. Keep streets and walkways clear for emergency vehicles and personnel.
7. Do not return to the evacuated building unless directed to do so by Dixie State University Emergency personnel.



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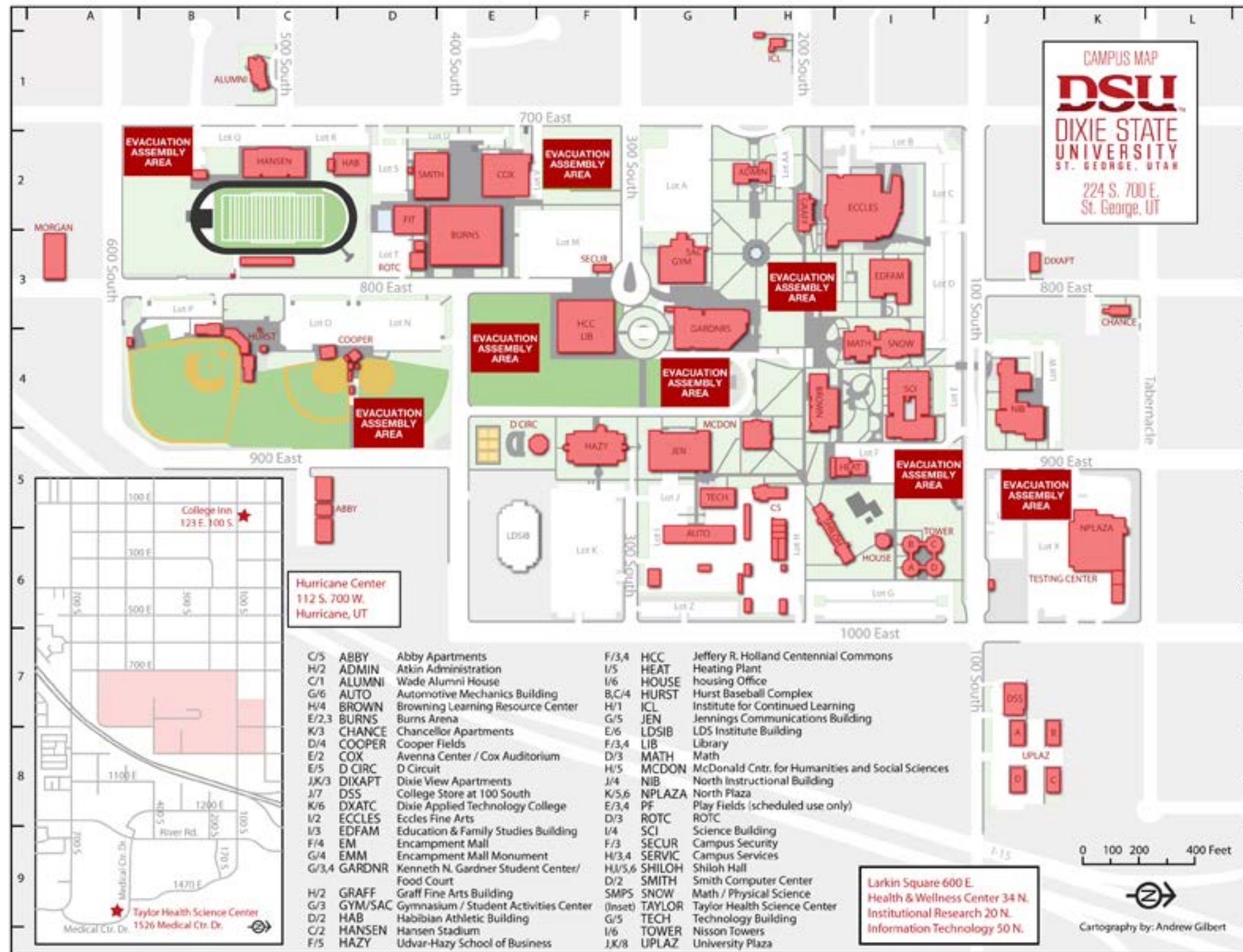
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Building Evacuation Areas & Coordinators

Building

Abby Apartments
Administration Building
Alumni House
Automotive Mechanics
Browning Learning Center
Burns Arena
Campus Security
Campus Services
Chancellor Apartments
College Inn
College Store at 100 S.
Cooper Fields
Cox Auditorium
Dixie View Apartments
Eccles Fine Arts
EDFAM/PAB
Fitness Center
Gardner Center
Graff Fine Arts
Gym/Student Activities
Habibian Athletic Building
Hansen Stadium
Holland CC
Heating Plant
Housing Office
Hurricane Center
Hurst Baseball Complex
ICL
Jennings Communications
LDS Institute
McDonald Building
Morgan Apartments
Nisson Towers
North Instructional Building
North Plaza
ROTC
Science Building
Shiloh Hall
Smith Computer Center
Snow Math & Science
Taylor Health Science
Technology/Success Academy
University Plaza

Evacuation Areas

Grass Field N/E of Cooper Fields
N/E of Tanner Fountains
S/W Field of Hansen Stadium
North Encampment Mall
Grass Area W of Nisson Towers
Tennis Courts N of Cox Auditorium
Tennis Courts N of Cox Auditorium
North Encampment Mall
S/W Parking Lot of the North Plaza
E Parking Lot
S/W Parking Lot of the North Plaza
Grass Field N/E of Cooper Fields
Tennis Courts N of Cox Auditorium
S/W Parking Lot of the North Plaza
N/E of Fountains
N/E of Fountains
Tennis Courts N of Cox Auditorium
North Encampment Mall
N/E of Tanner Fountains
N/E of Tanner Fountains
S/W Field of Hansen Stadium
S/W Field of Hansen Stadium
Grass Field S of the Holland
Grass Area W of Nisson Towers
Grass Area W of Nisson Towers
Parking Lot
Grass Field N/E of Cooper Fields
N/E of Tanner Fountains
North Encampment Mall
Grass Field S of the Holland
North Encampment Mall
S/W Field of Hansen Stadium
Grass Area W of Nisson Towers
S/W Parking Lot of the North Plaza
S/W Parking Lot of the North Plaza
Tennis Courts N of Cox Auditorium
Grass Area W of Nisson Towers
Grass Area W of Nisson Towers
Tennis Courts N of Cox Auditorium
N/E of Tanner Fountains
W Parking Lot
North Encampment Mall
S/W Parking Lot of the North Plaza

Coordinators

Resident Manager
University President
Alumni Director
Assistant Professor
Scheduling Coordinator
Athletic Director
Director of Police/Security
Executive Director of CS
Resident Assistant
Road Scholar Director
Store Manager
Softball Coach
Production Director
Resident/Shiloh Manager
Fine and Performing Arts Chair
Dean of Performing Arts
Fitness Staff
Executive Director of Auxiliaries
Professor of Dance
Director of Fitness/Recreation
Wrestling Coach
Football Coach
VP of Student Services
Facility Director
Housing Director
Dean of Academics/Community
Baseball Coach
Secretary
Communications Chair
Institute Director
Psychology Chair
Office Assistant/RM Shiloh
Resident Manager
Dean of Education
Art Chair
Officer of Rank
Biology Chair
Resident Manager
CIS Assistant Professor
Dean of Science & Technology
Dean of Health Sciences
Department Secretary
CJ Secretary

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Explosion- (bomb blast, aircraft crash, mechanical failure, etc.)

Any and all explosions that occur on campus should be treated as though they were deliberately set and that the explosion did not occur by accident, until it can be determined otherwise. An explosion is caused by a rapid expansion of gas from chemical reactions or incendiary devices. This results in a sudden and violent release of energy from its contained environment.

5 Stages of an Explosion:

Explosions occur in 5 stages within a second of the explosion.

1. Fire ball.
2. Concussion wave (this can destroy internal organs).
3. Fragmentation (moves at 18,000 feet per second).
4. Reverse concussion wave.
5. Crater

If an Explosion occurs:

- Take cover under sturdy furniture or other such objects that can protect against flying debris, or leave the building if directed to do so by emergency responders.
- Stay away from windows.
- Do not light matches or lighters.
- Move well away from the site of the hazard to a safe location.
- Use stairs only; do not use elevators.
- Call 911 and University Police/Security at 435-652-7515 and alert others to stay away from the area.
- Prepare for structural damage such as torn gas lines, down power lines, water and sewer ruptures, fires, weakened structures or collapse of walls and buildings.
- Evacuate if safe to do so otherwise shelter in place.
- Possibility of secondary devices



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Severe Weather- (high winds, lightning, flooding, landslides, heat, etc.)

If severe weather threatens you should:

Pay attention and follow all Dixie Alerts issued and emergency flood advisories. Follow instruction by emergency services.

Listen to radio and television for local weather conditions and updates.

Postpone outdoor activities.

Seek appropriate shelter from the elements (if there is a thunderstorm, remain there until thirty minutes after the last rumble of thunder).

- Avoid hilltops, water, metal
- Objects, tall trees and open areas
- Sheds, tents, and covered porches don't protect from lightning.
- Find indoor shelter, a sturdy building or get into a hard topped metal vehicle
- If you are unable to find a safe shelter, and are trapped outdoors, lie in a ditch or any low-lying area with few trees, or crouch near a strong building for shelter with the windows closed.

Keep away from electrical equipment, wiring, and water pipes.

- Stay away from utility poles, tall trees, and towers during a thunderstorm.
- Sensitive electronics should be unplugged. Don't use electronics with cords
- Don't get in water or use other plumbing during a thunderstorm.

Avoid high water, storm drains, ditches, ravines, or tunnels.

- Don't drive or walk through a flooded road. A few inches of water can be deadly.



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Fire & Smoke

When Fire or Smoke is discovered, **RACE** to respond!

R- Rescue or Remove anyone (including yourself) who is in immediate danger from the fire to the closest safe area or designated evacuation area. Simultaneously notify other building occupants to evacuate the area. Use stairs. **DO NOT USE ELEVATORS.**

A- Activate the **Alarm** by pulling the nearest fire alarm pull station and call 9-1-1.

C- Confine or Contain the fire by closing all doors and windows in and around the fire area to prevent the spread of smoke and fire. Shut off all appliances and other equipment if safe to do so.

E- Evacuate the area. **Extinguish** the fire with a portable fire extinguisher if trained and safe to do so. Use fire extinguishers on small fires only – trash can or smaller. After extinguishing a fire, back away and watch for re-ignition.

To operate a portable fire extinguisher use- **P.A.S.S.**

Pull- the pin to release the handle

Aim- the extinguisher at the base of the fire

Squeeze- the handle to release the extinguisher agent

Sweep- back and forth across the base of the fire, and if the fire does not seem to be getting smaller, LEAVE THE AREA IMMEDIATELY and call for help

If you are trapped or can't evacuate a building:

1. Move to a safe location and call 9-1-1 for assistance.
2. Close all windows and doors.
3. Wet and place cloth material around and under door to prevent smoke from entering.
4. Display a sign or signal in the window to alert others of your location.
5. Heat and smoke rise so stay as low as possible. Breathe shallowly through nose and use clothing as a filter.
6. If clothing catches fire- **Stop Drop and Roll**

***Whenever a fire alarm is heard or seen all occupants are to immediately evacuate.** Evacuation coordinators, approved areas with map are found under Evacuation.



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Flooding

A flood emergency exists if floodwater is uncontrolled and flowing beyond the area where the source of water is normally contained or controlled.

What you should do:

Pay attention and follow all Dixie Alerts issued and emergency flood advisories. Follow instructions by emergency services.

Report any flooding that you observe to Campus Police/Security and Campus Services.

Evacuate the area if you feel your safety is at risk, especially if the flooding is near electrical equipment.

Do not enter any flooded area, i.e. basement, first floor, vaulted area etc.

Observe all Campus Street and parking lot closures during flooding events. Do NOT attempt to drive through flood waters if you are not certain of the depth of the water.



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Gas Release or Smell of Unknown Origin

Immediately notify the co-workers in the area first and then other people in the building for possible evacuation.

Call 911 and Physical Plant at Campus Services at 435-652-7550. An Emergency Response Team (ERT) will respond for monitoring and evaluation.

Evacuate the building by either activating the fire alarm or by word of mouth. Building occupants should leave the area immediately, closing any doors as they leave. Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions.

Building occupants shall meet in there building evacuation area (See Evacuation Site Map).

Personnel that are involved with a laboratory experiment or process shall take steps to stop the process or experiment to prevent additional accidents if it is to be left unattended.

Building occupants **should NOT** attempt to stop a leak.

A smell of gas or of unidentified origin will be monitored by the Risk & Safety Manager/Fire Marshal and Power plant personnel. The monitor will be a 4 gas variety monitor. The monitoring will begin from the outside of the structure. If limits allow a second reading can take place in the entry way. If readings are safe a third can be taken inside and a fourth at the gas source. If at any time the monitor alarm sounds or any unsafe conditions exists the building will be evacuated and entry denied. If Emergency services and the utility company have not been notified they must be at this time.

ERT Possible Action Steps

Shutting off the gas meter and evacuating other buildings located downhill and downwind.

Shutting down HVAC to prevent the spread of natural gas through the cooling/heating system.



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Hazardous Materials- (spills, contamination, exposure)

Be aware of any hazardous materials in your area, know where the Safety Data Sheets (SDS) are, and receive the required Haz/Com and Laboratory training when working with chemicals.

If you are involved or observe a hazardous material incident or release, which includes biological, chemical, radiological, fuel and oil, the following steps should be performed:

- Evacuate from the site of the hazard and isolate the area if safe to do so
- Stay uphill and upwind of the product and move crosswind
- From a safe area, call 911 or the University Police at 435-652-7515 (Cell: 435-619-1144)
- Assist others and provide for the injured while being cautious of contamination
- Be prepared to provide the following information regarding the spill or release
 1. Name of material
 2. Quantity of material
 3. Time of incident
 4. Location of incident
 5. If anyone is injured or exposed to material
 6. If a fire or explosion is involved
 7. Your name, phone number, and location
- Meet and follow instructions provided by the emergency responder
- Present the Safety Data Sheet of involved substances to emergency responders if the information is available
- Clear the area immediately if instructed to do so by the emergency providers, providing assistance to those with special needs and assist with accountability
- Only those authorized and with special training should clean up spills

EMERGENCY: 911

Campus Police/Security 435-652-7515 (Cell: 435-619-1144)

INFORMATION:

Hazardous Materials Disposal Specialist 435-652- 7555

Hazardous Material Training

RESOURCES

Risk Management and Safety 435-652-7855

* Safety Data Sheets (SDS) provide spill and leak procedures for individual chemicals. This information should be reviewed during training conducted under either the Hazard Communication Standard (29 CFR 1910.1200) or the Laboratory Standard (29 CFR 1910.1450). Copies of SDS's should be received with shipments of new materials and should be maintained in each appli-



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Medical Emergencies & First aid

1. Remain calm and do not move the victim unless his/her location poses a possible danger.
2. Immediately ask someone nearby to call 911 and then call Campus Police/Security at 435-652-7515 or 435-619-1144.

Let emergency responders know if the victim:

- is unconscious;
 - has an altered level of consciousness;
 - has trouble breathing;
 - has chest pain or pressure;
 - is bleeding severely;
 - is having or had a seizure;
 - has possible broken bones;
 - has injuries to the head, neck or back;
 - appears to have been poisoned or exposed to hazardous materials;
 - has any known medical condition or what caused the incident.
3. Care for life threatening conditions and provide first aid only if you have the proper training.
 4. After the person has been helped, remain at the scene to help with the incident investigation.



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Preparedness

Emergencies and disasters can happen to anyone, anywhere, and at any time. It is critical that students, faculty, and staff be well prepared and trained in the case of these events. The University encourages everyone to listen and adhere to the Dixie Alert messages, know emergency procedures, follow the direction of employees and emergency personnel, and be self-preserving with water, food, and emergency supplies for at least 3 days.

It is the goal of Dixie State University to maintain essential services and operations during any incident or emergency situation. Essential services include supporting students in residence, operating facilities, and providing necessary support for educational and administrative service functions.

During these incidents the priorities of DSU are:

1. The protection of life and safety
2. Stabilizing the incident and prevention of further damage or loss
3. Recovery and restoration of general campus continuity and operations.

DSU Emergency Operations Plan: The plan outlines responsibilities of the DSU community during an incident or emergency and provides guidelines for transition from normal to emergency operations. The plan is activated when a significant event threatens normal operations to allow for response to an incident or disruption of services while providing for the safety of our students, faculty, staff, and visitors. More information can be found online by accessing the Office of Risk Management and Safety website.



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Shelter in Place/Lockdown

The University is committed to getting accurate emergency alerts and information to members of the community as soon as possible. However, in the first minutes of an emergency, you may need to make an immediate decision to “shelter in place” on premises or “lockdown”, confined to a locked room or area. You should understand and plan for both possibilities. Use common sense and available information, including what you are learning here, to determine if there is immediate danger. Whether you are at home, work or elsewhere, there may be situations when it’s best to stay where you are and avoid any rapidly changing or unknown situation outside. There are other circumstances when staying put and creating a barrier between yourself and potential danger is a matter of survival. Use available information to assess the situation.

Depending on the circumstances, when the University issues a campus alert calling for a lockdown or to shelter in place, you should:

Move into or stay inside the nearest building.

Go into an interior room or office with few windows, if possible.

Close all windows and doors and, if possible, turn off ventilation systems (including air conditioning and heat, bathroom and kitchen exhaust fans).

If the door has a window, cover it.

Stay away from windows and doors.

If you can, take your emergency supply kit with you, unless you have reason to believe it has been contaminated.

Remain in place until notified by authorized or emergency personnel (Building Coordinators or the University Emergency Response Team.)



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Suspicious Mail or Packages



- 1** Handle with care. Don't shake or bump.
- 2** Isolate it immediately
- 3** Don't open, smell, touch or taste.
- 4** Treat it as suspect. Call local law enforcement authorities

If a parcel is open and/or a threat is identified . . .

For a Bomb:
Evacuate Immediately
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

For Radiological:
Limit Exposure - Don't Handle
Evacuate Area
Shield Yourself From Object
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

For Biological or Chemical:
Isolate - Don't Handle
Evacuate Immediate Area
Wash Your Hands With Soap and Warm Water
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

5. If you have opened a letter/ package and have possibly been contaminated; Call University Police/Security at 435-652-7515 and tell them exactly what you have done and what information you have in regard to the threatening letter. They will dispatch the appropriate personnel to your location to follow-up on your possible exposure and to document what has taken place. Do not handle the suspicious item anymore and do NOT let anyone else handle the item.

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Utility Failure

Utility failures and outage emergencies are those service interruptions posing an imminent, significant hazard to life, health or property.

Evacuation from facilities is sometimes a possibility during any utility emergency. Normal evacuation procedures will remain in effect for utility emergencies.

Power Failure/Outage: Remain calm, if possible call Campus Services at 435-652-7550. If you are in an unlighted area, proceed cautiously to an area that has lighting. Provide assistance to others in your area that may be unfamiliar with the space. Turn off all equipment including power switches. If instructed to evacuate, proceed cautiously to the nearest exit.

*Note: Major campus buildings are equipped with an emergency light system that within 10 seconds of electrical failure will provide illumination in main corridors and stairways for safe exiting

Elevator Failure: In the event of an elevator failure, use the emergency phone and alarm found inside the elevator. Campus Police/Security will respond. Do not attempt to open elevator doors.

Plumbing Failure: Call Campus Services at 435-652-7550 immediately, tell respondent of the exact location and severity of leak. If there are electrical appliances and outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area. If you know the source of the water and can safely stop it (i.e. unclog the drain, turn off the water, etc.) do so cautiously. Be prepared to assist as directed in protecting objects that are in jeopardy. Take only essential steps to avoid or reduce immediate water damage, by covering, removing or elevating them.

Water Leak:

- Use caution and stay clear if the water could come in contact with electrically energized equipment such as lights, wall outlets, floor outlets, machinery, etc.
- IF YOU CAN DO SO SAFELY, turn off any lighting or equipment that may come in contact with the water to help prevent additional damage or electrical hazard.
- If possible determine the source of the water (Piping, roof, floor, drains, etc.)
- Also note location of the building, room, area, or outdoors, grounds, etc.
- Notify Campus Services at 435-652-7550 during regular business hours 7 a.m.-5 p.m. M-F. After 5 p.m. and on weekends or holidays contact University Police/Security at 652-7515.

Natural Gas Failure:

- Call 911
- Do not light a flame
- Do not use your telephone
- Do not use light switches or electrically operated equipment.
- Immediately evacuate all persons from area and call 911.



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Preparedness Planning (Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation).

- **Plan ahead:** Know all the areas where you work and study. Think about what you will do in the event of an emergency evacuation before it occurs. Employees should discuss emergency concerns with their supervisor. Students should discuss concerns with the ADA Director or the Dean of Students. If you will need some type of assistance, notify the appropriate people. Employees and students are responsible for seeking appropriate assistance.
- **Practice:** It's your plan for safety. If you would like someone to assist with developing or practicing an emergency assistance plan, contact The Office of Risk Management and Safety at ext. 7855.
- **Use the Buddy System:** Find a friend/co-worker who is willing to assist and/or make notifications during an emergency. It is suggested you find multiple (three deep) friends/co-workers in the event that one of the persons is unavailable during an emergency. The "Buddy" can assist with evacuation or assist in moving to an area of refuge and notify emergency personnel of your location so they can make a rescue and complete evacuation.

General Guidelines:

- Evacuation of people with disabilities should use the "Buddy System" if possible. If not possible, assist them to an area of safe refuge, such as a stairwell landing or other designated areas and notifying emergency responders of the location of the individual and what assistance they require. Do not use elevators, unless authorized to do so by emergency personnel. Attempt a rescue evacuation only if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance. Always try to communicate to someone with a disability on how you can best assist them BEFORE attempting any rescue technique or giving assistance.

Disability Guidelines

- **Horizontal Evacuation:** Move away from the area of imminent danger to a safe distance (i.e., another wing, an adjoining building, opposite end of the corridor, or outside if on the ground level).
- **Vertical (Stairway) Evacuation:** Stairways can be used by those who are able to evacuate with or without assistance. Persons with sight disability may require the assistance of a sighted person. Persons who must use crutches or other devices as walking aids will need to use their own discretion, especially where several flights of stairs are concerned.
- **Stay in Place:** Unless danger is imminent, remain in a room with an exterior window, notify a "Buddy" and close the door if possible. Call 911 and give your name, location, and reason you are calling. Dispatch will relay the information to Incident Command on the emergency scene. Phone lines normally remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.
- **Area of Refuge:** If the person with disability cannot get far enough away from the danger by using Horizontal Evacuation, then that person should seek an Area of Refuge. Areas of refuge are safe areas to wait for rescue because of their proximity to egress, accessibility, stairs, communications, suppression systems, fire rated assembly and ventilation.

Evacuation Options During An Evacuation

- **Visually Impaired:** Fire alarm horns are designed to audibly alert the visually impaired of an emergency. Others can get the attention of the visually impaired by calmly giving verbal instructions. Use of the "Buddy System" along with the following evacuation options, will help to assure the prompt evacuation of any person with disability; Asking if the visually impaired would like to be guided by touch, such as holding on to your arm. Giving verbal guidance about the safest evacuation routes.
- **Hearing Impaired:** Fire alarm strobes are designed to visually alert the hearing impaired of an emergency. Others can get the attention of the hearing impaired person by touch or eye contact. Visual instructions such as gestures and pointing are helpful to clearly state the problem and advise about the safest route.
- **Mobility Impaired:** If a person with mobility impairment cannot exit, the options are to stay in place or move to a safer area of refuge, such as an enclosed stairwell. The "Buddy" should proceed to the evacuation assembly point to tell emergency personnel of the location of the person with the disability. If the person with the disability is alone they should call 911 from the area they are located at or go to areas of refuge for rescue. If danger is imminent it may be necessary to wait for heavy traffic and/or clear the exit route of debris, if possible, so that the person with a disability can move to a safer area

Notify emergency responders immediately about any people remaining in the building and their locations.

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