



Emergency Procedures Manual

Revised: May 2013

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On Duty Campus Safety Officers

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FIRE / POLICE / MEDICAL SERVICES ⇒ **911**

Fire Procedures

For any on-campus emergency dial 911, then ext.711 or 745-0560

Fire and the associated dangers of smoke, structural damage, or toxic releases can pose serious threats of injury and death to students, employees, visitors, and emergency response personnel. In order to control a fire and minimize its damage, the following steps should be taken immediately:

- Leave the area at once and leave personal affects.
- Pull the fire alarm.
- Alert other people in the area and instruct them to leave the building.
- Close, **DO NOT LOCK**, all doors and windows if you can safely do so to help contain the fire.
- Stay as low as possible to avoid smoke and heat.
- Evacuate the building calmly, but quickly, following evacuation and assembly procedures posted in the building.
- **Do not use elevators.**
- Call 911 from a safe location.
- Go directly to the designated assembly area and await additional instructions.
- Report to Campus Safety anyone who is missing that was in your classroom or area when the evacuation began.
- Remain at the assembly area until Campus Safety staff or the Fire Department instructs you how to proceed.

If Trapped:

1. Alert emergency responders of your location by whistling, shouting or using an object to beat on walls or floor in a rhythmic manner.
2. If a cell phone is available, call **911** and notify the operator of your location.
3. Place an article of clothing or other device to use as a signal in a window, if a window is available.
4. Stuff material in door cracks to minimize smoke.
5. Try to stay low, near the floor, where heat, smoke, and contaminants may be less.

DO NOT TRY TO FIGHT A FIRE; LEAVE ANY BUILDING AND REPORT TO A SAFE MEETING AREA AWAY FROM THE BUILDING

Tornado/Severe Weather Procedures

For any on-campus emergency dial 911, then ext. 711 or 745-0560

General Information

Tornadoes usually occur in the spring and summer; they are formed by severe thunderstorms. Considered nature's most violent, erratic storm, they consist of whirling winds of up to 300 miles per hour. Tornadoes can sweep through an area, causing serious damage and destruction, and then change direction and strike again. In addition to injuries and structural damage, electrical shorts, gas leaks, etc., may create fires or other hazards. All must understand terminology regarding tornadoes.

Tornado Watch: weather conditions are considered favorable for creating a tornado--for example, during a severe thunderstorm.

If a **TORNADO WATCH** is issued, listen to the radio and keep an eye on the weather. **Plan to take shelter is a tornado is sighted.**

Tornado Warning: A tornado funnel has been sighted or identified by radar. **Take shelter immediately.** Remember that tornadoes can form and move quickly; therefore, there may not be adequate time to issue a warning. If severe thunderstorms occur, be alert to the fact that a thunderstorm could trigger a tornado, and **be prepared.**

In Case of a Tornado Warning/Tornado Sighting from Campus

If you are in a building, stay in that building and go to the nearest designated shelter area as described below. If you are outside, Immediately enter the nearest building and proceed to the nearest designated shelter area.

Education Building:

- Faculty Offices, Business Offices, Admissions and Financial Aid, all Classrooms, and the Library will shelter in the **FIRST FLOOR EDUCATION HALLWAY**
- Do not use elevator when moving to shelter area
- Assist others in moving to shelter areas.

Student Center/Gym/Chapel

- Shelter areas are **LOCKER ROOMS and INTERIOR HALLWAY**

Timmer/Schaal/Holt Residences

- Shelter areas include **First Floor Hallways and Laundry rooms**

General rules for WARNING situations:

1. Close windows, doors, and curtains or drapes.
2. Do not go outside or attempt to leave by vehicle.
3. The Dining Room and Chapel should be evacuated.
4. Avoid areas with lots of windows.

Active Shooter Incident

For any on-campus emergency dial 911, then ext.711 or 745-0560

If you are involved in a situation where someone enters the area with a gun and starts shooting, the following is a list of actions that are recommended to follow as close as possible.

RUN – HIDE – FIGHT

- **RUN** - *If you can get away, RUN!*
 - If possible, get away from the gunman and evacuate to a safe location
 - Try to get others to follow you, but do not let them slow you down
 - Make your way out of the closest possible exit which may be a door or a window
 - Have ONE person **CALL 911** and provide the following information:
 - "This is (*your name*) from Kuyper College, I am (*give your location*) and we have an active shooter on campus, gunshots fired."
 - If you were able to see the offender(s), give a description of the person's(s) sex, race, clothing, type of weapon(s), location last seen, direction of travel, and identity – if known.
 - If you observed any victims, give a description of the location and number of victims.
- **HIDE** - *If you can't get away, HIDE!*
 - Try to remain calm.
 - Try to warn other faculty, staff, students and visitors to take immediate shelter.
 - Proceed to a room that can be locked or barricaded.
 - Lock and barricade doors or windows.
 - Turn off lights.
 - Close blinds.
 - Block windows.
 - Turn off radios, **cell phones**, or other devices that emit sound.
 - Keep yourself out of sight and take adequate cover/protection. (i.e. concrete walls, thick desks, filing cabinets, or any other object that will stop bullet penetration)
 - Have ONE person **CALL 911** and provide the following information:
 - "This is (*your name*) from Kuyper College, I am (*give your location*) and we have an active shooter on campus, gunshots fired."
 - If you were able to see the offender(s), give a description of the person's(s) sex, race, clothing, type of weapon(s), location last seen, direction of travel, and identity – if known.
 - If you observed any victims, give a description of the location and number of victims.
 - Wait patiently until a uniformed police officer provides an "all clear."
 - Unfamiliar voices may be an active shooter trying to lure you from safety; do not respond to voice commands until you can verify with certainty that they are being issued by a police officer or University official.
- **FIGHT** - *If the gunman is approaching you can choose to FIGHT!*
 - Encourage others around you to fight
 - Find objects (chairs, books, computer monitors, etc.) to use as weapons
 - Do NOT stop until the attacker is demobilized
 - This is a last resort, but often if multiple people are able to attack, the gunman can either be detained or slowed down long enough for Police to arrive or for other potential victims to escape

Bioterrorism – Anthrax Alert

For any on-campus emergency dial 911, then ext.711 or 745-0560

HOW TO IDENTIFY SUSPICIOUS PACKAGES AND LETTERS Some characteristics of suspicious packages and letters include the following:

- Excessive postage
- Misspellings of common words
- Oily stains, discoloration or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as "Personal" or "Confidential"
- Shows a city or state in the postmark that does not match the return address

Suspicious Unopened letter or PACKAGE MARKED WITH THREATENING MESSAGES:

1. Do not shake or empty the contents of any suspicious envelope or package.
2. Place the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
3. If you do not have any container, then COVER the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
4. Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
5. WASH your hands with soap and water to prevent spreading any powder to your face.
6. What to do next...
 - a. Notify Campus Safety at ext.711 or (616-988-3670 from a cell phone).
7. LIST all people who were in the room or area when this suspicious letter or package was recognized. Give this list both to the Campus Safety Department and law enforcement officials for follow-up investigations and advice.

ROOM CONTAMINATION BY AEROSOLIZATION: For example: small device triggered, warning that air-handling system is contaminated, or warning that a biological agent released in a public space:

1. Turn off local fans or ventilation units in the area.
2. LEAVE the area immediately.
3. CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
4. What to do next:
 - a. Dial 911 or ext. 711 to report the incident to Campus Safety and the local Police Departments, and notify your supervisor.
5. SHUT down the air handling system in the building, if possible.

Disturbances

For any on-campus emergency dial 911, then ext. 711 or 745-0560

Anywhere on Campus:

1. Get descriptions of the person(s) causing the disturbance.
2. Gather key details of what happened.
3. Call Campus Safety at ext. 711 or **911**, and then give your name, telephone number, location and the nature of the disturbance.

Actions Faculty Can Take for Classroom Disturbances

1. Direct the disruptive person(s) to leave the classroom.
2. If the person(s) does not leave, have the situation reported to the Campus Safety Department at ext. 670 or **911** giving the name of the caller, telephone number, location, and nature of the disturbance.
3. If the safety of the others is threatened, dismiss the class.

Harassment, Threats & Violence on Campus - Procedures

For any on-campus emergency dial 911, then ext. 711 or 745-0560

HARASSMENT, THREATS, VIOLENCE ON CAMPUS

Harassment, threats and violent behavior are unacceptable and will not be tolerated at Kuyper College. All reports of harassment, intimidation, threats, and physical violence will be investigated and individuals subject to disciplinary action, including expulsion, termination and prosecution.

Planning and practice are effective tools individuals may take to prevent and protect against the unlikely event of violence on campus. Preventive actions include: 1) Learning to recognize early warning signs, 2) Early reporting and intervention, 3) Considering potential scenarios, and 4) Planning a response.

Every hostile or potentially violent situation is different and the threatened individual will have to rely on his/her best judgment on the best course of action, given the unique situation. Your own safety and the safety of others are the top priority.

Harassment:

1. Do not ignore harassing behavior. Report concerns to your supervisor or to Campus Safety.
2. Do not tolerate verbal or physical harassment from anyone.
3. Do not give out personal information about others (co-workers or students), such as home address, class schedule, or telephone number.
4. Report civil protection orders ("No Contact Orders" or "Restraining Orders") to Campus Safety. The Campus Safety Department will request a copy of the order.
5. Call ext. **711** (cell 616-745-0560) for Campus Safety Assistance

Suspicious person:

1. Establish eye contact and ask if you can help him or her.
2. Do not physically confront the person.
3. Do not let anyone block your access to an exit.
4. Do not let anyone into a locked building or office.
5. Do not block the person's access to an exit.
6. Call ext. **711** (cell 616-745-0560) for Campus Safety assistance.
7. Keep a safe distance.
8. Note the person's travel direction, clothing, body type (weight & height), sex, race, approximate age, jewelry worn, any visible scars, identifying body marks, body piercing and/or tattoos, etc.

Medical Emergency Procedures

For any on-campus emergency dial 911, then ext. 711 or 745-0560

A medical emergency can occur anywhere on campus. The reaction of the victim or those around her/him can ensure quick arrival of trained emergency personnel.

What to do if someone is injured or becomes ill:

- Stay Calm.
- If it is an Emergency requiring Emergency Medical Services, call 911 immediately and ask another bystander to call campus safety at ext. **711** (cell 616-745-0560).
 - Explain the type of emergency, the location of the victim and the condition of the victim. Let the Campus Safety Officer or Dispatcher know of any safety hazards - chemical spill, fire, fumes, etc.
 - **Be sure to tell the Campus Safety Officer or Dispatcher if the person is unconscious, not breathing, is bleeding profusely or has chest pain.** These all cause the dispatcher to summon an ambulance immediately.
- Do not hang up unless told to do so by the dispatcher.
- Do not move the victim unless there is danger of further injury if s/he is not moved.
- Do not give victim anything to eat or drink.

Campus Safety Officers are trained first responders and are certified in First Aid, CPR, and AED Operation. All officers receive annual re-certification in CPR and use of the department's Automatic External Defibrillators.

Campus Safety can provide triage and emergency medical care. Campus Safety can provide contact with Emergency Medical Services if the situation is beyond that of On Campus Control.

If you have a medical condition that might require special knowledge by our staff, please contact the Director of Campus Safety to discuss your situation at ext. 670.

Power Failure Procedures

For any on-campus emergency dial 911, then ext. 711 or 745-0560

If there is a power failure, you should do the following:

1. Dial ext. 711 (Campus Safety) or 745-0560 from any telephone and give your name, telephone number, location, and nature of the emergency.
2. A Campus Safety officer will notify appropriate college officials.
3. Representatives of the Physical Plant Department will verify the failure and its cause.
4. In cases where power failures will affect classes, residence halls, or other college activities for extended periods, the College emergency response team will be notified to respond to campus.